

COMMUNITY EDUCATION

SPRING 2018

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CLASSES ENROLLING JANUARY THROUGH MAY 2018



LOOK INSIDE FOR:

Arts & Crafts pg. 2

Computer Software & Technology pg. 13

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REGISTRATION INFORMATION & REGISTRATION FORM

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REGISTER ONLINE

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

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

Contact CCAC Community Education
 West Hills Center
 1000 McKee Road
 Oakdale, PA 15071
communityeducation@ccac.edu
 412.788.7507

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

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

Ballet Academy of Pittsburgh
 4100 Library Road (Route 88)
 Pittsburgh, PA 15234

Canon McMillan High School
 Elm Street Extension
 Canonsburg, PA 15317

Ft. Couch Middle School
 515 Fort Couch Road
 Pittsburgh, PA 15241

Hartwood Acres
 215 Saxonburg Boulevard
 Pittsburgh, PA 15238

Jefferson Hills Library
 925 Old Clairton Rd
 Clairton, PA 15025

North Park Boat House
 10301 Pearce Mill Rd
 Allison Park, PA 15101

Paragon Studios
 8130 Perry Highway
 Pittsburgh, PA 15237

Pathfinder School
 50 Donati Road
 Bethel Park, PA 15102

Peebles Elementary School
 8625 Peebles Road
 Pittsburgh, PA 15237

Piecing It Together
 3458 Babcock Blvd
 Pittsburgh, PA 15237
 (Ross Twp.)

Scally's Golf Course
 265 Hookstown Grade Road
 Moon Twp., PA 15108

Sisters of Divine Providence
 9000 Babcock Boulevard
 Allison Park, PA 15101

Sunset Golf
 3501 Brownsville Road
 Library, PA 15129

Tower Golf
 375 Berry Road
 Washington, PA 15301

USC Boyce Middle School
 Upper St. Clair School District
 1500 Boyce Road
 Upper St. Clair, PA 15241

ACADEMIC PREPARATION

GRE (GRADUATE RECORD EXAMINATION) PREP

Prepare for the GRE (Graduate Record Examination)—the standardized test required for admission to many graduate school programs—in a relaxed, small-group setting. Hone the verbal, math and analytical skills assessed by the exam and become familiar with the various types of exam questions as well as the exam format. Topics include a review of exam sections (verbal, quantitative and analytical writing); test-taking skills and strategies; and improving verbal and quantitative reasoning, critical thinking and reading comprehension. A textbook is required and is not included in the cost of the course. The textbook for each location is noted below.

Allegheny Campus **YGE-199-1210** **\$149** **8 Sessions**
6:30PM–9:30PM T 2/13/18 Clark
Textbook for Allegheny Campus: "Barron's GRE Prep" ISBN-13: 978-1438009155

North Campus **YGE-199-1450** **\$149** **8 Sessions**
6:30PM–9:30PM M 2/19/18 Hartnett
Textbook for North Campus: "Cracking the GRE 2018 Edition"
Princeton Review ISBN-13: 978-0451487674, ISBN-10: 0451487672

GMAT (GRADUATE MANAGEMENT APTITUDE TEST) PREP

The GMAT is an assessment with proven validity in predicting success in the first year of graduate management education. Prepare to take the GMAT in a relaxed small-group setting. Hone basic math (arithmetic, algebra and geometry) skills assessed by the GMAT, and become familiar the various types of exam questions as well as the exam format. Topics include a review of exams sections—verbal, quantitative, analytical writing and integrated reasoning; improving reading comprehension and critical thinking skills; and test taking strategies and techniques. A textbook is required and is not included in the cost of the course. The textbook is "Barron's GMAT, 2nd Edition" ISBN: 978-1438007984.

Allegheny Campus **YAG-045-1210** **\$149** **8 Sessions**
6:30PM–9:30PM W 2/21/18 Ferrainolo

Boyce Campus **YAG-045-1280** **\$149** **8 Sessions**
6:30PM–9:30PM T 2/20/18 Stoops

North Campus **YAG-045-1450** **\$149** **8 Sessions**
6:30PM–9:30PM M 2/26/18 Ferrainolo

NEW! LSAT (LAW SCHOOL APTITUDE TEST) TEST PREP

Prepare for the LSAT (Law School Aptitude Test) in a relaxed, motivating and encouraging classroom setting. Students will learn and review test topics, skills and strategies and develop test stamina throughout the course. Topics include a review of exam sections (analytical, logical reasoning, reading comprehension, games); development of strategies for answering several types of questions (such as ordering, pigeonholing and diagramming); improving critical thinking and analysis skills; improving reading comprehension; and test-taking skills in order to be adequately prepared for the exam.

Allegheny Campus **YAG-046-1210** **\$149** **8 Sessions**
7:00PM–9:00PM M 4/2/18 Osterwise

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** **\$69** **6 Sessions**
7:00PM–9:00PM W 2/21/18 Ainsworth

Boyce Campus **YAG-801-1280** **\$69** **6 Sessions**
6:30PM–8:00PM M 2/19/18 Stoops

North Campus **YAG-801-1450** **\$69** **6 Sessions**
7:00PM–9:00PM T 2/20/18 Ainsworth

NEW! SAT MATH PREP CLASS

Many students find the Math portion of the Scholastic Aptitude Test (SAT) especially challenging. It not only measures your knowledge in up to twenty different math topics, but also greatly challenges your time management skills. This two-day workshop provides a guided review of up to twenty individual math topics that appear on the SAT including algebra, geometry, sequences, probability and word problems. Test-taking techniques and strategies are also discussed and participants will practice time management techniques during a variety of practice exercises. This workshop is taught at an accelerated, concentrated pace. Students should bring pencils, calculator, drink/snacks and, if desired, a packed lunch. A textbook is required and is not included in the cost of the course. The textbook is "Barron's New SAT, 29th Edition" ISBN: 978-1438009988.

Boyce Campus **YOU-141-1280** **\$109** **2 Sessions**
9:00AM–4:00PM S 2/17/18 Yondola

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. Textbook is: “Barron’s SAT Prep” 2018 Edition ISBN-13: 978-1438009988 ISBN-10: 1438009984

Ft. Couch Middle 6:00PM–9:00PM	YOU-630-1550 R	\$109 2/22/18	8 Sessions Givens
North Campus 6:00PM–9:00PM	YOU-630-1450 W	\$109 2/21/18	8 Sessions Clark

SAT PREP 2-DAY WORKSHOP

This two-day workshop provides a guided review of the math and verbal skills for the Scholastic Aptitude Test (SAT). The course includes careful analysis for completion of the sections on evidence-based reading and writing, writing strategies and tips for the optional essay and a comprehensive review of algebra and advanced math with and without the use of a calculator. Test-taking techniques and strategies are also discussed. This workshop is taught at an accelerated, concentrated pace. Students should bring a calculator. A textbook is required and is not included in the cost of the course. Textbook is: “Barron’s SAT Prep” 2018 Edition ISBN-13: 978-1438009988 ISBN-10: 1438009984

Allegheny Campus 9:00AM–4:00PM	YOU-635-1210 S	\$109 2/17/18	2 Sessions Ruhe
Braddock Hills Center 9:30AM–3:00PM	YOU-635-1230 S	\$109 3/31/18	2 Sessions Faculty
Boyce Campus 9:30AM–3:00PM	YOU-635-1280 S	\$109 4/14/18	2 Sessions Yondola
North Campus 9:30AM–3:30PM	YOU-635-1450 S	\$109 2/24/18	2 Sessions Clark
South Campus 9:30AM–3:30PM	YOU-635-1540 S	\$109 2/10/18	2 Sessions Givens
West Hills Center 9:00AM–4:00PM	YOU-635-1290 S	\$109 4/14/18	2 Sessions Ruhe
Washington County Ctr 9:00AM–4:00PM	YOU-635-1530 S	\$109 4/21/18	2 Sessions Givens

STUDY PREP 101

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

North Campus 6:30PM–8:30PM	YAG-020-1450 R	\$39 3/1/18	1 Session Smith
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ARTS & CRAFTS

ACTING FOR FUN—ADULTS

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

Allegheny Campus 6:30PM–8:30PM	YDD-216-1210 R	\$79 3/22/18	6 Sessions Perkins
Ft. Couch Middle 6:00PM–8:00PM	YDD-216-1550 R	\$79 3/1/18	6 Sessions Sewchok
South Campus 7:15PM–9:15PM	YDD-216-1540 W	\$79 3/7/18	6 Sessions Sewchok

ACTING—BASIC SKILLS FOR STAGE & FILM

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

Paragon Studios 7:00PM–9:00PM	YDD-101-1420 R	\$79 3/1/18	6 Sessions Metzger
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ADOBE LIGHTROOM FOR PHOTOGRAPHERS

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

Ft. Couch Middle 6:30PM–9:30PM	YAI-150-1550 M	\$89 4/23/18	5 Sessions Haritan
South Campus 6:30PM–9:30PM	YAI-150-1540 W	\$89 4/25/18	5 Sessions Haritan

NEW! BOTANICAL STILL LIFE DRAWING

In this course, students will learn to use drawing media to get in touch with the intricate forms found in plant life. Observing flowers in the classroom or outside on trails, students will learn proper drawing technique—line, shadow, composition, etc.—while taking inspiration from the natural world. This course is suitable for beginners or advanced drawing students.

South Campus 6:30PM–9:30PM	YDA-924-1540 T	\$89 2/27/18	6 Sessions Parker
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NEW! CAMERA PHONE PHOTOGRAPHY

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

Ft. Couch Middle 6:30PM–9:30PM	YBF-401-1550 R	\$69 5/3/18	3 Sessions Haritan
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South Campus 6:30PM–9:30PM	YBF-401-1540 T	\$69 4/24/18	3 Sessions Haritan
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COLOR THEORY

This class is designed as a lecture to teach the basic principles of color theory, which can be applied to all types of work where color is used, such as floral design, knitting, paintings and home decorating. The main goal is to gain an understanding of how colors work together. After becoming familiar with the basics of the primary, secondary, tertiary and neutral colors, students will learn the various types of color harmonies and how to use these harmonies to their advantage. There is a \$5 fee collected at the first class for a color wheel.

Boyce Campus 10:00AM–12:00PM	YDA-326-1280 S	\$39 3/3/18	1 Session Gray
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Boyce Campus 6:00PM–8:00PM	YDA-326-1281 T	\$39 3/13/18	1 Session Gray
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COLOR THEORY—ADVANCED

This advanced color theory course is designed as a lecture/workshop series intended to go well beyond the basics of color mixing. We will learn how to apply the principles of intensity, value, shading, tinting, and temperature to achieve proper keying, lighting, depth, and mood. We will learn how to apply these principles to a limited palette and different types of media. *Color Theory* is required as a prerequisite.

Boyce Campus 9:00AM–12:00PM	YDA-327-1280 S	\$39 3/10/18	1 Session Gray
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Boyce Campus 6:00PM–9:00PM	YDA-327-1281 T	\$39 3/20/18	1 Session Gray
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DIGITAL PHOTOGRAPHY 1.01

This class is designed for beginners to be hands on, so bring your camera, instruction manual and notepad. One class will be a Saturday morning field trip. This class covers: file types, shooting modes, camera and lens features; exposure and metering, ISO, aperture (f-stops), shutter speed, white balance, EV, AF and lens functions; flash, light quality and control; design and composition, camera care tips and essential gear for travel, sports, work, nature and family.

Ft. Couch Middle 6:30PM–9:30PM	YBF-501-1550 R	\$139 2/22/18	8 Sessions Haritan
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Ft. Couch Middle 6:30PM–9:30PM	YBF-501-1551 M	\$139 2/12/18	8 Sessions Haritan
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South Campus 6:30PM–9:30PM	YBF-501-1540 T	\$139 2/20/18	8 Sessions Haritan
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DIGITAL PHOTOGRAPHY 1.02

Camera settings, light and pre-visualization will be reviewed, all of which can have a dramatic effect on your final creation. One class will be a Saturday morning field trip. Learn advanced camera and field techniques as applied to: camera equipment and exposure modes; on and off camera flash; studio lighting for portraits and products; design and composition; realism, abstract and conceptual thought process; and portfolio development and presentation.

South Campus 6:30PM–9:30PM	YBF-502-1540 W	\$139 2/21/18	8 Sessions Haritan
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DRAWING BASICS

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

Allegheny Campus 6:30PM–8:30PM	YDA-914-1210 R	\$69 3/1/18	6 Sessions Byrne
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Boyce Campus 6:30PM–9:30PM	YDA-914-1280 M	\$89 3/12/18	6 Sessions Gray
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Boyce Campus 1:30PM–4:30PM	YDA-914-1281 T	\$89 3/13/18	6 Sessions Gray
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North Campus 6:30PM–9:30PM	YDA-914-1450 W	\$89 2/21/18	6 Sessions Giebel
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DRAWING FACES

Learn the techniques of the portraiture and the caricature artists. Working from photos, gain an understanding of facial proportion and features in regards to symmetry and asymmetry. As time allows, the class will progress from photos to real-life by having some fun drawing each other. This course is recommended for someone who has had previous drawing experience or has taken a drawing course and is not easily intimidated. First class students will need an 11x14" sketch pad, assortment of drawing pencils 6B-4H, vinyl and kneaded erasers, blending stump, photo (front view at least 3x5"). Other materials will be discussed at the first class.

Boyce Campus	YDA-916-1280	\$49	4 Sessions
1:30PM–4:30PM	T	5/1/18	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. Bring paper, pencils, and erasers to the first class.

South Campus	YDA-926-1540	\$89	6 Sessions
1:00PM–4:00PM	W	3/14/18	Estes

South Campus	YDA-926-1541	\$89	6 Sessions
6:30PM–9:30PM	M	4/9/18	Parker

West Hills Center	YDA-926-1290	\$89	6 Sessions
6:30PM–9:30PM	T	2/13/18	Scoumis

FLORAL DESIGN

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

North Campus	YGA-332-1450	\$89	6 Sessions
6:30PM–9:30PM	T	2/13/18	Connors

South Campus	YGA-332-1540	\$89	6 Sessions
6:30PM–9:30PM	M	2/19/18	Lechliter

NEW! HANDBAG FROM POP TABS

Create a stunning handbag from pop tabs. This innovative fashion accessory promotes recycling, and you are truly creating a one-of-a-kind work of art. Learn how to prepare the tabs and the best materials to collect to start the project. Students should bring some pop aluminum tabs, metal crochet hook (size H or I), nylon cord, scissors, pointed pliers and zipper (optional) to class.

North Campus	YDA-932-1450	\$79	8 Sessions
7:00PM–9:00PM	T	2/27/18	Nugent

JEWELRY CREATION & DESIGN FOR BEGINNERS

Learn to make elegant jewelry using seed beads, glass and crystals. Explore different jewelry making techniques while creating unique beaded jewelry. In addition to learning about tools and materials understand what makes a well-designed piece of jewelry. Materials are extra. Please call for supply list.

North Campus	YBB-007-1450	\$69	4 Sessions
6:30PM–9:30PM	M	2/19/18	Connors

South Campus	YBB-007-1540	\$69	4 Sessions
12:00PM–3:00PM	M	3/12/18	Faculty

KNITTING 1—BEGINNER

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

Allegheny Campus	YBC-218-1210	\$69	5 Sessions
6:00PM–9:00PM	M	2/19/18	Maguire-Haught

Ft. Couch Middle	YBC-218-1550	\$69	5 Sessions
6:00PM–9:00PM	M	2/19/18	Maguire-Haught

South Campus	YBC-218-1540	\$69	5 Sessions
6:00PM–9:00PM	W	2/21/18	Maguire-Haught

NEW! KNITTING 2—LACE, CABLES & CHARTS

Go beyond the basics of knitting and continue to build confidence and add to your knitting knowledge. Students will learn how to read patterns, read charts, knit a variety of stitches such as increases and decreases, lace patterns and basic cable patterns. Students will learn to knit in the round and how to use double-pointed needles. Learn to fix mistakes and learn lots of tips and tricks. You will learn to build your skills to learn how to confidently knit many intermediate-level patterns. Class projects may include examples of intermediate dishcloths, scarves, wrist warmers, mittens and hats. Projects will be using intermediate stitches and repetitive stitch patterns. Students must have completed *Knitting 1* or must know how to: Cast on, knit stitch, pearl stitch and bind off.

Allegheny Campus 6:00PM–9:00PM	YBC-219-1210 T	\$69 4/3/18	5 Sessions Maguire-Haught
Ft. Couch Middle 6:00PM–9:00PM	YBC-219-1550 M	\$69 4/2/18	5 Sessions Maguire-Haught
South Campus 6:00PM–9:00PM	YBC-219-1540 W	\$69 4/4/18	5 Sessions Maguire-Haught

NEW! KNITTING WORKSHOP—FINGERLESS GLOVES & MITTENS

Knitters will learn the basic techniques for creating fingerless gloves and mittens on double-pointed needles in this hands-on workshop. An understanding of stockinette stitch and casting on is highly recommended. Alternative mitten patterns will also be discussed. Call 412.788.7507 for a list of supplies.

Allegheny Campus 9:00AM–3:00PM	YBC-220-1210 S	\$59 2/10/18	1 Session Foote
West Hills Center 9:00AM–3:00PM	YBC-220-1290 S	\$59 2/17/18	1 Session Foote

NEW! KNITTING WORKSHOP—SOCKS

Knitters will learn the basic techniques for creating top-down socks on double-pointed needles in this hands-on workshop. An understanding of stockinette stitch and casting on is highly recommended. Bottom-up sock techniques and alternative sock patterns will also be discussed. Call 412.788.7507 for a list of supplies.

Allegheny Campus 9:00AM–3:00PM	YBC-221-1210 S	\$59 3/17/18	1 Session Foote
West Hills Center 9:00AM–3:00PM	YBC-221-1290 S	\$59 3/24/18	1 Session Foote

MACRO PHOTOGRAPHY IN NATURE

Close-up photography will give you an intimate view of the world around you. Focused on nature, this class will cover the basics of macro photography, including equipment, concepts and special techniques—all for great results when getting up close and personal with your subject matter. Both in-classroom and on-location instruction is provided. Students should have knowledge of photography fundamentals and skill with their own camera. Macro lenses are helpful.

Allegheny Campus 6:00PM–9:00PM	YBF-032-1210 T	\$99 4/24/18	5 Sessions Cynkar
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MAKING HOLIDAY BOWS

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

South Campus 6:30PM–8:30PM	YBB-603-1540 M	\$39 4/9/18	1 Session Lechliter
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NEW! MODERN CALLIGRAPHY FOR THE DIY BRIDE

Learn the basics of modern calligraphy and apply it in a variety of ways to your wedding. We will look at ways of addressing guest envelopes, writing on place cards, different types of seating charts along with wedding signage, menus and more. We will also look at other ways you can incorporate calligraphy into special events. Tools needed for first class: Calligraphy straight and oblique pen holders, Nikko G nib, black sumi ink and pencil.

Allegheny Campus 6:30PM–8:30PM	YDA-933-1210 W	\$59 4/11/18	4 Sessions Browne
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MODERN CALLIGRAPHY & LETTERING 1

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

Allegheny Campus 6:30PM–8:30PM	YDA-904-1210 W	\$79 2/21/18	6 Sessions Browne
Canon McMillan HS 6:30PM–8:30PM	YDA-904-1594 M	\$79 3/19/18	6 Sessions Scoumis
North Campus 6:30PM–8:30PM	YDA-904-1450 M	\$79 2/19/18	6 Sessions Constantinides

MODERN CALLIGRAPHY & LETTERING 2

Broaden your calligraphy and lettering skills. This class is for the student who wants to expand on the concepts and techniques from our beginner-level class. Students will receive a supply list. Cost of materials are not included.

North Campus	YDA-905-1450	\$79	6 Sessions
6:30PM–8:30PM	W	2/21/18	Constantinides

OIL PAINTING—INTERMEDIATE & ADVANCED

In this course, students with some oil painting experience will enhance their technical repertoire. They will increase their knowledge of the chemistry of paint and use of color, working from still-life and photographs to express their own artistic vision. They will sharpen their critical eye and gain an enhanced understanding of historical and contemporary painting.

South Campus	YDA-930-1540	\$89	6 Sessions
6:30PM–9:30PM	R	4/5/18	Parker

ORIENTAL PAINTING

Learn traditional oriental painting using specific brush strokes to create traditional subject matter. Paint Japanese orchids, chrysanthemums, bamboo, plum blossoms, pine trees and landscapes. Cost of materials is included in cost of course.

Allegheny Campus	YDA-127-1210	\$129	8 Sessions
1:30PM–4:30PM	R	2/15/18	Bergstrom

NEW! ORIGAMI FLOWERS

Learn how to fold lilies, roses, leaves, and other flower shapes, as your skills develop. Supplies for the first class are included. Students will be responsible for their own supplies for the remaining classes.

North Campus	YDA-918-1450	\$79	8 Sessions
7:00PM–9:00PM	R	3/1/18	Nugent

PAINTING WITH OILS—BEGINNING

Learn basic drawing, composition, color, theory and techniques. Preparation of painting surfaces and glazing may be included in the course. Cost of materials is extra and will be discussed at the first class.

Canon McMillan HS	YDA-005-1594	\$89	6 Sessions
6:30PM–9:30PM	W	2/14/18	Scoumis

PAINTING WITH WATERCOLOR

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

Allegheny Campus	YDA-096-1210	\$99	8 Sessions
6:30PM–9:30PM	R	2/15/18	Bergstrom

Boyce Campus	YDA-096-1280	\$99	8 Sessions
12:00PM–3:00PM	S	2/10/18	Barringer

Boyce Campus	YDA-096-1281	\$89	6 Sessions
12:00PM–3:00PM	S	4/14/18	Barringer

Ft. Couch Middle	YDA-096-1550	\$99	8 Sessions
6:30PM–9:30PM	R	3/1/18	Scoumis

North Campus	YDA-096-1450	\$99	8 Sessions
9:00AM–12:00PM	F	2/16/18	Bergstrom

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	YDA-010-1450	\$99	8 Sessions
9:00AM–12:00PM	W	2/21/18	Rasmussen

South Campus	YDA-010-1540	\$89	6 Sessions
6:30PM–9:30PM	R	2/15/18	Parker

West Hills Center	YDA-010-1290	\$99	8 Sessions
9:00AM–12:00PM	F	2/23/18	Rasmussen

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	YBF-101-1210	\$139	8 Sessions
6:30PM–9:30PM	R	2/1/18	Cynkar

Allegheny Campus	YBF-101-1211	\$139	8 Sessions
6:30PM–9:30PM	T	2/13/18	Bucci

Boyce Campus	YBF-101-1280	\$139	8 Sessions
6:30PM–9:30PM	W	2/14/18	Bucci

Canon McMillan HS	YBF-101-1594	\$159	10 Sessions
6:30PM–9:30PM	W	2/14/18	McGee

North Campus	YBF-101-1450	\$139	8 Sessions
6:30PM–9:30PM	M	2/12/18	Bachman

South Campus	YBF-101-1540	\$139	8 Sessions
9:00AM–12:00PM	S	2/17/18	Bachman

West Hills Center	YBF-101-1290	\$139	8 Sessions
6:30PM–9:30PM	W	1/31/18	Shaw

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 **YBF-102-1450** **\$139** **8 Sessions**
6:30PM–9:30PM T 2/13/18 Bachman

South Campus **YBF-102-1540** **\$139** **8 Sessions**
1:00PM–4:00PM S 2/17/18 Bachman

PHOTOGRAPHY AS A BUSINESS

Get the information you need to successfully take your photography business or hobby to the next level. Learn the basics of running a photography business including studio strategies, studio pricing, customer service, professional resources and more.

South Campus **YBF-041-1540** **\$59** **3 Sessions**
6:30PM–9:30PM W 2/21/18 Bachman

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 **YDA-301-1450** **\$189** **10 Sessions**
6:30PM–9:30PM W 2/7/18 Lok-Tsang

POTTERY 2

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

North Campus **YDA-303-1450** **\$189** **10 Sessions**
6:30PM–9:30PM M 2/5/18 Lok-Tsang

North Campus **YDA-303-1451** **\$189** **10 Sessions**
6:30PM–9:30PM R 2/8/18 Lok-Tsang

PRESERVING YOUR STILL PHOTOS FOR THE 21ST CENTURY

Come and learn about what is necessary to take your old negatives, photographs and slides into a more modern digital format. We will cover scanning, improving and preserving your old still images. Topics include scanner types, file types and software choices available to the consumer for preservation of your family's photographic history.

North Campus **YBF-043-1450** **\$49** **1 Session**
12:30PM–3:30PM S 2/10/18 Bachman

REAL ESTATE PHOTOGRAPHY

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

Allegheny Campus **YBF-038-1210** **\$49** **1 Session**
6:30PM–9:30PM R 3/8/18 Bachman

North Campus **YBF-038-1450** **\$49** **1 Session**
9:00AM–12:00PM S 2/10/18 Bachman

South Campus **YBF-038-1540** **\$49** **1 Session**
6:30PM–9:30PM W 3/21/18 Bachman

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 2/15/18 Jones

STOCK CARVING & CONSTRUCTION

Artistically recreate the stock piece for a long rifle which was typically used by the early frontiersman. This piece was often made of curly maple, with decorative inlays and an integral, well-made patchbox that was built into the stock. In this class students will learn and employ basic silversmithing, wood carving, hornworking, leather working, engraving and wood finishing skills as they design their own stock piece. During the production, which may require several semesters to complete, the student is responsible for purchasing necessary items at an approximate cost of \$800.

USC Boyce Middle **YCE-069-1550** **\$219** **12 Sessions**
6:30PM–9:30PM M 2/12/18 Blauch

USC Boyce Middle **YCE-069-1551** **\$129** **6 Sessions**
6:30PM–9:30PM M 2/12/18 Blauch

NEW! THE MYSTERY OF ART REVEALED

This course is based on art history and introduces art from a non-traditional direction. Rather than chronological study, it uses an anecdotal approach and concentrates on some of the most beloved works of art. Beginning with iconic works like Whistler's Mother and The Mona Lisa, students discover little-known facts such as their real titles, what the artists were like and how these paintings earned their place in history.

Allegheny Campus **YDA-931-1210** **\$49** **4 Sessions**
 6:30PM–8:30PM W 2/28/18 Byrne

BUSINESS & ENTREPRENEUR

BEAT THE ODDS—ELIMINATING BEHAVIORS THAT STOP BUSINESS SUCCESS

This course focuses on ten behaviors that can prevent you from having business success and how to change those behaviors immediately.

South Campus **YGA-619-1540** **\$39** **2 Sessions**
 6:00PM–8:00PM M 3/12/18 Wofford

NEW! BUSINESS WRITING

In this course, you will examine the core elements of business writing and learn how to apply these elements in your everyday life. Discover how to compose a document using proper business etiquette—one of the key elements to successful professional development.

Homewood Brushton Ctr **YGA-623-1240** **\$59** **6 Sessions**
 6:30PM–8:30PM M 2/19/18 Faculty

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** **\$89** **5 Sessions**
 6:30PM–8:30PM R 2/8/18 Perkins

Allegheny Campus **YAB-010-1211** **\$89** **5 Sessions**
 9:00AM–12:00PM S 3/3/18 Perkins

Ft. Couch Middle **YAB-010-1550** **\$89** **5 Sessions**
 6:00PM–8:00PM M 2/26/18 Sewchok

South Campus **YAB-010-1540** **\$89** **5 Sessions**
 10:00AM–12:00PM S 2/24/18 Arch

West Hills Center **YAB-010-1290** **\$89** **5 Sessions**
 7:00PM–9:00PM W 2/21/18 Arch

FLORISTRY TRAINING—NONCREDIT CERTIFICATE

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

North Campus **YBB-005-1450** **\$249** **10 Sessions**
 6:30PM–9:30PM T 2/13/18 Connors

HANDS-ON SOCIAL MEDIA FOR BUSINESS WORKSHOP

Learn how to create an optimized 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.

Allegheny Campus **YAI-806-1210** **\$69** **2 Sessions**
 6:30PM–9:30PM R 4/19/18 Faculty

Energy Innovation Ctr **YAI-806-5301** **\$79** **1 Session**
 5:30PM–9:30PM R 5/10/18 Polk

South Campus **YAI-806-1540** **\$69** **2 Sessions**
 9:00AM–12:00PM S 3/3/18 Faculty

HOW TO GET A JOB—TIPS FOR GETTING HIRED

Do you want to land the right job? Learn key steps that will help you get hired. This class will give you the ability to write a winning cover letter and professional resume. Students will also explore LinkedIn, the world's largest professional networking site designed specifically for the business community. Mock interviews will prepare you to ace the interview and get hired!

South Campus **YGA-607-1540** **\$69** **5 Sessions**
 9:00AM–12:00PM S 3/3/18 Lewis

HOW TO BECOME A PROFESSIONAL ORGANIZER

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

Allegheny Campus **YGA-605-1210** **\$29** **1 Session**
 6:30PM–7:30PM R 3/8/18 Eisner

HOW TO SELECT HIGH QUALITY TENANTS & REDUCE LANDLORD STRESS

This course will teach present and future landlords how to reduce the risks of leasing rental units on their own and minimize the stress that comes from being a landlord and a property manager. 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 7:00PM–9:00PM	YGA-608-1210 W	\$39 2/14/18	1 Session Yecko
North Campus 7:00PM–9:00PM	YGA-608-1450 M	\$39 3/5/18	1 Session Yecko
South Campus 6:30PM–8:30PM	YGA-608-1540 T	\$39 4/3/18	1 Session Suchy

NEW! HOW TO START INVESTING IN REAL ESTATE

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

Allegheny Campus 7:00PM–9:00PM	YGA-624-1210 M	\$39 3/5/18	1 Session Suchy
South Campus 6:30PM–8:30PM	YGA-624-1540 T	\$39 4/10/18	1 Session Suchy

HOW TO START A SMALL BUSINESS

In this 15-hour overview course students will learn the basics of what it takes to start a small business. Practical topics include the fundamentals of financing, laws and legal structures, marketing, selling skills, insurance, taxes and record keeping. Students will also learn about the personality of the successfully self-employed and gain links to resources that help small businesses succeed.

Allegheny Campus 6:30PM–9:30PM	XGA-121-1210 R	\$119 2/15/18	5 Sessions Howells
Ft. Couch Middle 6:00PM–9:00PM	XGA-121-1550 R	\$119 3/1/18	5 Sessions Montest
North Campus 6:30PM–9:30PM	XGA-121-1450 W	\$119 2/21/18	5 Sessions Kasper
South Campus 6:00PM–9:00PM	XGA-121-1540 M	\$119 3/5/18	5 Sessions Arch
West Hills Center 6:30PM–9:30PM	XGA-121-1290 R	\$119 4/19/18	5 Sessions Montest

NEW! HOW TO SUCCEED AT WORK & ENRICH YOURSELF THROUGH EMPLOYMENT

This course will cover the four primary qualities that make employees valuable to employers. Students will learn how to create significant leverage with their employer, negotiate, overcome stress and why some people are promoted while others are passed over. Additionally, students will learn how to create the work environment that they want and enrich themselves while working for someone else.

Allegheny Campus 7:00PM–9:00PM	YGA-625-1210 M	\$39 3/19/18	1 Session Suchy
South Campus 6:30PM–8:30PM	YGA-625-1540 T	\$39 4/17/18	1 Session Suchy

I HAVE AN IDEA, NOW WHAT?

Turn your idea into reality. Using real life examples, a patent attorney with more than 25 years of experience will give students an overview of patents, trademarks and copyrights and how to protect their idea. If you are serious about moving forward with an idea of your own, this course is for you.

Allegheny Campus 6:30PM–8:30PM	YAI-083-1210 R	\$39 2/15/18	1 Session Porcelli
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NEW! INFOGRAPHICS

This course is for anyone who is interested in graphic design and in the creation of infographics. Students who complete this course can expect to gain an understanding of how to use Adobe Illustrator, what makes a successful infographic, as well as basic design principles.

South Campus 6:30PM–9:30PM	YAI-826-1540 F	\$99 3/16/18	4 Sessions Murphy
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GED PREPARATION CLASSES

Are you preparing for the GED or Hi SET High School Equivalency exams? Would you like to improve your academic skills to prepare for College or Postsecondary Training? CCAC's Bridge to College and Career Pathways Program offers free Adult Basic Education classes! Classes are currently offered:

Tuesday, Wednesday & Thursday
9:30AM–2:00PM
CCAC Allegheny Campus (North Shore)

Tuesday & Thursday
9:30AM–12:30PM
CCAC Homewood Brushton Center

For more information, contact:
ABE-GED@CCAC.edu
ccac.edu/Bridge_to_College.aspx
412.237.4699

NEW! INTERVIEW SKILLS FOR THE REAL WORLD

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

Ft. Couch Middle 8:15PM–9:15PM	YGA-622-1550 R	\$49 3/1/18	5 Sessions Sewchok
South Campus 6:00PM–7:00PM	YGA-622-1540 W	\$49 3/7/18	5 Sessions Sewchok
West Hills Center 6:00PM–8:00PM	YGA-622-1290 W	\$59 4/11/18	3 Sessions Arch

INVESTMENT PROPERTY—IS IT FOR YOU?

If you're thinking about buying an investment property and making it work for you, learn from an expert what you need to consider before you make the decision to invest. Because not all investment properties are the same, it's important to determine: location of the property; what type of property fits your strategy; what assets you will need to handle investment ups and downs; the supporting cast you will need before and when problems arise; and the ways in which buying investment property is entirely different than buying a primary residence. Get the facts before making the investment.

South Campus 9:00AM–12:00PM	YGA-060-1540 S	\$109 2/17/18	7 Sessions Levin
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MAKE-UP ARTIST NONCREDIT CERTIFICATE

Learn the entry level stages of different make-up application, step-by-step for: skin care and prep and its effect on make-up, picking the correct color and coverage for foundations, the function of brushes, color and eye shadow techniques, applying false lashes, basic everyday looks and the smokey looks. Wedding make-up application will also be discussed. This class will teach you the most valuable and essential make-up artist skills. Upon completion, students receive a Certificate of Attendance. Please bring basic make-up supplies to class (foundation, shadows, brushes, mirror, face wipes, etc.) to class. Any additional supplies will be discussed at the first class.

North Campus 9:00AM–12:00PM	YDA-500-1450 S	\$249 2/17/18	10 Sessions Solomon
South Campus 9:00AM–12:00PM	YDA-500-1540 S	\$209 2/17/18	8 Sessions Christofel
West Hills Center 6:00PM–9:00PM	YDA-500-1290 M	\$249 2/19/18	10 Sessions Solomon

PROPERTY MANAGEMENT & LANDLORDING

In this 24-hour course students will learn about rights and responsibilities as they rent and manage property. They will explore legal topics that directly affect the management of residential or commercial properties. Topics covered include contracts, leases, rent collection, eviction, liability and safety, landlord tenant rights and notification of changes in services.

Allegheny Campus 6:30PM–9:30PM	XGA-086-1210 W	\$139 2/14/18	8 Sessions Chupinka
Ft. Couch Middle 6:30PM–9:30PM	XGA-086-1550 R	\$129 3/1/18	7 Sessions Faculty
North Campus 6:30PM–9:30PM	XGA-086-1450 M	\$139 2/19/18	8 Sessions Faculty
South Campus 6:30PM–9:30PM	XGA-086-1540 W	\$129 2/28/18	7 Sessions Curran

CERTIFIED WEDDING & EVENT PLANNING

The Certified Wedding & Event Planning (CWEP) course from Longevity's Wedding Planning Institute (LWPI) teaches the basic fundamentals of planning, orchestrating and delivering social events.

From weddings and anniversaries to birthdays and baby showers, LWPI's step-by-step methodology teaches clear and concise formulas for detailing the personal and professional aspects of any social event. This comprehensive course has been streamlined into an interactive teaching method focused on clear concepts and principles derived from research-based theories of adult learning.

LWPI offers in-class sessions for students looking to get started in the wedding and event industry right away. Classroom students fulfill all course requirements and prepare for the certification exam. In-class sessions not only allow for instructor interaction, but also give new perspectives and insider information from others in the industry attending the class who bring advice, insight and experience to group discussions. Courses are taught by seasoned wedding and event professionals. This course allows for application and utilization of business tools, formulas and presentation methods that our students learn in their training. This includes role playing, vignettes and discussions to practice actual business objectives or work settings in the day-to-day of wedding and event planning. Students will gain hands-on training during this course. Information is presented in a fast-paced, enjoyable classroom atmosphere. Many instructors invite local vendors as guest speakers, giving students the opportunity to begin networking with local professionals and ask questions specific to the vendors industry.

Call 412.788.7507 for more information about class times, dates and location.

REAL ESTATE FUNDAMENTALS & PRACTICE

This 60-hour course will provide instruction to students who intend to become Real Estate Agents or those interested in gaining general knowledge in the field of Real Estate. “Modern Real Estate Practice in Pennsylvania” 13th Edition (Bellaris) is required for class, but is not included in the cost. Please bring a business calculator to class.

South Campus 6:00PM–9:00PM	XCR-103-5673 MW	\$379 2/19/18	20 Sessions Suley
North Campus 6:00PM–9:00PM	XCR-103-5674 MW	\$379 2/26/18	20 Sessions Speer

DALE CARNEGIE

STEP UP TO LEADERSHIP

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

North Campus 9:00AM–4:00PM	YGA-628-1295 F	\$199 3/16/18	1 Session Faculty
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HOW TO COLD CALL & BUILD NEW CUSTOMERS

This new, one-day seminar from Dale Carnegie Training® will show you how to make strong calls that lead to new business. You will improve your hit ratio and no longer suffer the dejection caused by a steady stream of no’s. You’ll learn how to maneuver the modern obstacle course—gatekeepers, email and voice mail—that prevents you from getting to the prospect. You’ll write and deliver a 45-second cold call ‘script’ with power questions to engage your prospect, plus learn what to do once you have the appointment. This information-packed seminar guides you from pre-call planning through follow-up. You’ll learn a process that works to consistently get more appointments and write more business. Take the stress out of cold calls and improve your hit ratio with *How to Cold Call and Build New Customers*.

North Campus 9:00AM–4:00PM	YGA-629-1295 F	\$199 4/13/18	1 Session Faculty
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SMARTPHONES

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

Allegheny Campus 9:00AM–12:00PM	YAI-053-1210 F	\$49 4/6/18	1 Session Faculty
Braddock Hills Center 9:00AM–12:00PM	YAI-053-1230 S	\$49 2/17/18	1 Session Faculty
Boyce Campus 9:00AM–12:00PM	YAI-053-1280 F	\$49 3/23/18	1 Session Faculty
South Campus 9:00AM–12:00PM	YAI-053-1540 S	\$49 4/14/18	1 Session Pollock

STARTING A DIY ETSY BUSINESS

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

Ft. Couch Middle 6:30PM–9:30PM	YCH-917-1550 M	\$49 3/12/18	2 Sessions Faculty
North Campus 12:00PM–3:00PM	YCH-917-1450 S	\$49 3/3/18	2 Sessions Dadey

NEW! STEAM THROUGH A SCHOOL GARDEN!

A school garden can be a powerful environmental education tool. This is an introduction for educators exploring the many possibilities for a school garden. Discussions will focus on teacher needs, student expectations, resources for materials, estimating projects, garnering volunteers, searching for funding and much more.

Canon McMillan HS 6:30PM–8:30PM	YCI-608-1594 W	\$59 2/21/18	2 Sessions Barker
South Campus 6:30PM–8:30PM	YCI-608-1540 M	\$59 3/12/18	2 Sessions Barker

THE BUSINESS OF BLOGGING

Blogging has become big business and some bloggers are reporting six-figure incomes. How do bloggers become entrepreneurs and turn their blogs into profitable businesses? In this course bloggers will learn simple and creative ways to market and monetize their blogs—whether they are novices looking for extra income or pros who want to increase revenue and go the next level. Topics include promoting a blog and building an audience; staying true to a voice; marketing through social networking sites such as Facebook, Twitter, Stumbleupon, Pinterest and Tumblr; using Google Analytics; writing a media kit; and numerous methods to make money, including Google’s AdSense and merchandising.

North Campus **YGA-038-1450** **\$69** **4 Sessions**
 6:00PM–9:00PM M 4/2/18 Faculty

THE IMPORTANCE OF A POSITIVE SELF-IMAGE

Is your self-confidence holding you back from finding the right job or moving up in the job you have? Self-confidence is the key that you may be lacking. In this interactive workshop, taught by a professional image consultant, you will learn tips on improving your body image, understanding your body style and how to maximize your style with professional fashion guidance. This class could be the key to changing the way you view yourself and unlocking your true potential. The right knowledge plus decisive action equals results.

Energy Innovation Ctr **YEB-952-5301** **\$99** **3 Sessions**
 9:30AM–12:30PM F 5/4/18 Staff

VOICEOVER ACTING

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

Allegheny Campus **YGA-029-1210** **\$139** **5 Sessions**
 6:30PM–9:30PM T 4/3/18 Caye

Ft. Couch Middle **YGA-029-1550** **\$139** **5 Sessions**
 6:30PM–9:30PM M 3/12/18 Caye

North Campus **YGA-029-1450** **\$139** **5 Sessions**
 6:30PM–9:30PM W 2/28/18 Leturgy

NEW! WORKING ON THE RAILROAD

Taking responsibility for train and goods movements while enjoying good pay and benefits are a part of the everyday life of railroading. We will explore the current railroad industry in-depth, identify where you can get university coursework in railroad engineering and technology and how to apply for high tech positions available right here in the Pittsburgh region.

North Campus **YGA-051-1450** **\$49** **4 Sessions**
 6:00PM–8:30PM T 2/27/18 Voigt

NEW! WRITE THE PERFECT RESUME

This class will teach you how to succinctly and accurately put not only your entire education and work experience into words, but life lessons and experiences that are vital to you showing your future employer who you are. In this course, students will be taught to gather all relevant information necessary to create that perfect resume—the perfect picture of themselves, and then to develop the template that will contain all of the necessary information that gets their foot in the door. Additionally, the *Write the Perfect Resume* class explores the world of the ‘attached’ cover letter that resumes require.

South Campus **YGA-626-1540** **\$59** **3 Sessions**
 6:30PM–8:30PM T 4/3/18 Arch

West Hills Center **YGA-626-1290** **\$59** **3 Sessions**
 6:00PM–8:00PM T 3/6/18 Arch

NEW! YOUR CAREER 101—PRODUCTIVITY & SOCIAL SKILLS TO MAXIMIZE YOUR CAREER POTENTIAL

This course introduces real-world applications that are not taught in schools for those transitioning, re-entering or trying to get to the next level in their career. Sandra Lane, a certified professional organizer, will share critical life skills that will help you build working relationships and become more productive in your career.

West Hills Center **YEB-328-1290** **\$39** **1 Session**
 7:00PM–8:30PM T 5/15/18 Lane

CONTINUING EDUCATION TRAINING PROGRAMS FOR STUDENTS WITH SPECIAL NEEDS

Come make new friends, meet old friends or sign up with current friends and enjoy really cool classes and events. Classes are offered in local neighborhood community centers, bowling allies, cinemas, hotel ballrooms and CCAC campuses and centers. The goal of each course is to provide educational and social interaction classes to enhance skills of persons with a wide range of disabilities. For a list of classes, please visit ccac.edu and search ‘special needs’ or contact Mary Jo Guercio at mguercio@ccac.edu or 412.237.2723.

COMPUTER SOFTWARE & TECHNOLOGY

ADOBE LIGHTROOM FOR PHOTOGRAPHERS

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

Ft. Couch Middle 6:30PM–9:30PM	YAI-150-1550 M	\$89 4/23/18	5 Sessions Haritan
South Campus 6:30PM–9:30PM	YAI-150-1540 W	\$89 4/25/18	5 Sessions Haritan

APPS TO INCREASE PRODUCTIVITY

Use your iPad or iPhone more efficiently with productivity apps from your App Store. Learn which calendar apps, notes apps, organizing apps and more can help you be more productive in both work and home.

South Campus 6:30PM–9:30PM	YAI-820-1540 W	\$39 3/14/18	1 Session Faculty
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NEW! BEGINNING CODING FOR PARENTS & ADULTS

Have you ever wondered what your child is learning when they talk about coding? Do you want to impress your child with your knowledge of coding? Are you just curious and would like to explore coding? If you answered yes to any of those questions, then this course is for you.

Students will need an email address.

South Campus 6:00PM–9:00PM	YAI-977-1540 M	\$39 4/30/18	1 Session Nelson
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NEW! BUILDING A WEBSITE USING WIX

In this course, students will learn how to create a custom website using Wix, a cloud-based web development platform. Through instructor-led tutorials and hands-on experiences, students will create a website to meet their individual or business needs, such as an online store, digital portfolio, wedding website, etc. Lessons will help students make a functioning and user-friendly website, design with the audience in mind, create pages and subpages, format and add multimedia. Each student can expect to end the course with a custom, active website that fits their individual needs.

West Hills Center 6:00PM–8:00PM	YAI-310-1290 R	\$79 3/1/18	6 Sessions Shinsky
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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 9:30AM–4:00PM	YEB-172-1210 F	\$99 2/23/18	1 Session Stiner
Braddock Hills Center 6:30PM–9:30PM	YEB-172-1230 M	\$99 3/19/18	4 Sessions Shubock
Boyce Campus 6:30PM–9:30PM	YEB-172-1280 W	\$99 3/21/18	4 Sessions Shubock
North Campus 6:30PM–9:30PM	YEB-172-1450 W	\$99 3/7/18	4 Sessions Merriman
South Campus 6:30PM–9:30PM	YEB-172-1540 T	\$99 2/20/18	4 Sessions Meador
Washington County Ctr 9:00AM–12:00PM	YEB-172-1530 S	\$99 2/17/18	4 Sessions Silvis

CUSTOM PRESENTATION DESIGN FOR BEGINNERS

Using Microsoft PowerPoint as a tool, you will learn the fundamentals needed to create, modify and enhance presentations. By exploring the PowerPoint environment, students will format text on slides and add graphics and charts to present data in a structured form and finalize a presentation.

Allegheny Campus 6:30PM–9:30PM	YAI-822-1210 T	\$89 3/6/18	4 Sessions Coll
Energy Innovation Ctr 6:30PM–9:30PM	YAI-822-5301 W	\$89 4/4/18	4 Sessions Gold

DESIGNING & LEARNING C WITH ARDUINO

This 8-hour hands-on workshop will introduce the student to the capabilities of Arduino and techniques for creating inexpensive and engaging projects while learning C and C++. A scaffolded teaching approach that is proven to improve flow and keep engagement level high will be used. Participants will create and investigate projects and learn how to modify programming code to obtain different behaviors from connected devices. Students will have access to numerous handouts for use with their own projects. This course is appropriate to all levels of experience with Arduino. Students will take home the Arduino device that they have programmed.

Energy Innovation Ctr 8:30AM–12:30PM	XAI-411-5301 F	\$199 4/6/18	2 Sessions Blackford
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EBAY AUCTION WORKSHOP

Learn the basics of auctioning those items you have wanted to sell using scanned or digital pictures in this workshop. Topics include setting up an eBay Sellers Account, uploading and downloading images, working with digital images, using search terms to optimize your sales, basic eBay policies, item pricing and bidding, auction optimization strategies and more. Because you will actually auction off and bid on items, you must have an internet account, email address and an active eBay registration.

Allegheny Campus 9:00AM–4:00PM	YAI-063-1210 S	\$99 3/17/18	1 Session Faculty
North Campus 9:30AM–4:00PM	YAI-063-1450 S	\$99 3/10/18	1 Session Ray
South Campus 9:30AM–4:00PM	YAI-063-1540 S	\$99 5/5/18	1 Session Cleary

NEW! ECOMMERCE BASICS 101

E-Commerce is the purchase or sale of items via the internet. In this class you will learn about the popular e-commerce businesses including Amazon and eBay. Also, you will learn the art of buying and selling online, tips and tricks to make or save money, seller tools and terminology, shipping methods, and much more!

Allegheny Campus 9:00AM–4:00PM	YAI-254-1210 S	\$99 3/24/18	1 Session Faculty
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EFFECTIVE MARKETING WITH SOCIAL MEDIA FOR THE TECH AGE BOOTCAMP

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

Energy Innovation Ctr 5:30PM–9:30PM	YAI-818-5301 R	\$499 4/4/18	7 Sessions Polk
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INTRODUCTION TO FACEBOOK FOR BUSINESS

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

Energy Innovation Ctr 5:30PM–9:30PM	YAI-817-5301 R	\$79 4/5/18	1 Session Polk
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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 5:30PM–9:30PM	YGA-008-5301 R	\$158 4/12/18	2 Sessions Polk
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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 5:30PM–9:30PM	YAI-810-5301 R	\$79 4/26/18	1 Session Polk
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PROJECT MANAGEMENT BOOT CAMP—INCLUDES NEW AGILE CONTENT

Prep for PMP® Certification Exam. Our instructor has earned the PMI-ACP® (Agile Certified Practitioner), in addition to: MBA, PgMP®, PMP®, PMI-SP®. Be one of the first to become certified under the new AGILE content. Only 12 in-class days, online practice exams, search ccac.edu for 'Project Management Boot Camp' Contact Brian Hannon at bhannon@ccac.edu or 412.788.7357.

GETTING STARTED WITH RASPBERRY PI

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

Energy Innovation Ctr **XAI-412-5301** **\$199** **2 Sessions**
 8:30AM–12:30PM F 2/23/18 Blackford

GOOGLE DRIVE

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

South Campus **YAI-805-1540** **\$49** **1 Session**
 9:00AM–12:00PM S 4/7/18 Pollock

I HAVE A COMPUTER...NOW WHAT?

This 15-hour beginner course is targeted to computer novices who need help setting up and running their computers 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 briefly be discussed.

Allegheny Campus **YAI-077-1210** **\$39** **1 Session**
 9:00AM–12:00PM S 2/17/18 Meador

Allegheny Campus **YAI-077-1211** **\$99** **5 Sessions**
 10:00AM–1:00PM T 2/27/18 Meador

Boyce Campus **YAI-077-1280** **\$99** **5 Sessions**
 9:00AM–12:00PM W 2/21/18 Stiner

South Campus **YAI-077-1540** **\$99** **5 Sessions**
 6:30PM–9:30PM T 4/3/18 Meador

NEW! INFOGRAPHICS

This course is for anyone who is interested in graphic design and in the creation of infographics. Students who complete this course can expect to gain an understanding of how to use Adobe Illustrator, what makes a successful infographic, as well as basic design principles.

South Campus **YAI-826-1540** **\$99** **4 Sessions**
 6:30PM–9:30PM F 3/16/18 Murphy

INTRODUCTION TO COMPUTERS

This 15-hour class will introduce beginners to the computer and two Microsoft Office software packages: Word and Excel. You will become familiar with the computer as you use it to learn windows, word processing and spreadsheets.

Boyce Campus **XAI-941-1280** **\$129** **6 Sessions**
 6:30PM–8:00PM T 2/27/18 Glick

Energy Innovation Ctr **XAI-941-5301** **\$129** **5 Sessions**
 6:30PM–9:30PM W 2/21/18 Gold

North Campus **XAI-941-1450** **\$129** **6 Sessions**
 9:00AM–11:30AM S 2/17/18 Faculty

South Campus **XAI-941-1540** **\$129** **6 Sessions**
 6:30PM–9:00PM M 2/19/18 Glick

NEW! INTRODUCTION TO GOOGLE APPLICATIONS

In this course, students can expect to learn how to utilize Google's free applications to create, store, organize and share digital documents. Google apps that will be covered include: Gmail, Drive, Docs, Sheets, Slides and Calendar/Contacts.

Allegheny Campus **YAI-308-1210** **\$99** **6 Sessions**
 6:00PM–9:00PM W 2/28/18 Shinsky

West Hills Center **YAI-308-1290** **\$99** **6 Sessions**
 6:00PM–9:00PM T 2/27/18 Shinsky

MAIL MERGE WORKSHOP

In this workshop, learn how to perform a mail merge using Microsoft Word and Excel. Learn to create labels, personalize letters for bulk mailings and much more!

Allegheny Campus **YAI-821-1210** **\$39** **1 Session**
 6:30PM–9:30PM T 3/6/18 Silvis

South Campus **YAI-821-1540** **\$39** **1 Session**
 6:30PM–9:30PM W 4/4/18 Faculty

West Hills Center **YAI-821-1290** **\$39** **1 Session**
 6:30PM–9:30PM T 3/20/18 Silvis

MICROSOFT EXCEL

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

Boyce Campus 6:30PM–9:00PM	XAI-940-1280 M	\$129 2/12/18	6 Sessions Marino
North Campus 6:30PM–9:00PM	XAI-940-1450 T	\$129 2/13/18	6 Sessions Patz
South Campus 6:30PM–9:00PM	XAI-940-1540 R	\$129 2/22/18	6 Sessions Marino

MICROSOFT OFFICE

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

Allegheny Campus 6:30PM–9:00PM	XAI-944-1210 R	\$129 3/15/18	6 Sessions Stiner
North Campus 6:30PM–9:00PM	XAI-944-1450 R	\$129 2/15/18	6 Sessions Faculty
South Campus 6:30PM–9:00PM	XAI-944-1540 W	\$129 2/21/18	6 Sessions Welsh
West Hills Center 6:30PM–9:00PM	XAI-944-1290 W	\$129 2/14/18	6 Sessions Janosko

PHOTOSHOP ELEMENTS

This 15-hour course provides a foundation in digital photography useful in editing digital images for flyers, brochures, email or websites. Learn to crop and improve digital images. File compression will be demonstrated.

North Campus 6:30PM–9:00PM	XAI-942-1450 R	\$129 2/15/18	6 Sessions Ray
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PHOTOSHOP ELEMENTS WORKSHOP

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

North Campus 9:30AM–4:00PM	YAI-279-1450 S	\$99 3/17/18	1 Session Ray
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PHOTOSHOP FOR BEGINNERS

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

South Campus 9:00AM–4:00PM	YAI-824-1540 S	\$99 3/24/18	1 Session Eyth
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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 6:00PM–9:00PM	YAI-501-1210 W	\$99 3/7/18	2 Sessions Silvis
North Campus 9:00AM–4:00PM	YAI-501-1450 F	\$99 2/23/18	1 Session Faculty

QUICKBOOKS 2015 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 S	\$99 1/27/18	1 Session Cleary
Allegheny Campus 9:00AM–4:00PM	YAI-612-1211 F	\$99 4/13/18	1 Session Meador
Braddock Hills Center 9:00AM–4:00PM	YAI-612-1230 S	\$99 5/12/18	1 Session Cleary
North Campus 9:00AM–4:00PM	YAI-612-1450 F	\$99 3/23/18	1 Session Meador
West Hills Center 9:00AM–4:00PM	YAI-612-1290 S	\$99 4/28/18	1 Session Cleary

QUICKBOOKS 2015

This 15-hour Quickbooks course is designed for the small to midsized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. Learn how to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts and statements; track your payables; inventory and receivables; create estimates and general reports.

North Campus 6:30PM–9:00PM	XAI-945-1450 M	\$129 2/19/18	6 Sessions Meador
South Campus 6:30PM–9:00PM	XAI-945-1540 R	\$129 2/15/18	6 Sessions Meador

WEB PAGE DESIGN

HTML/XHTML is the foundation for all web page development and is easily learned by hobbyists, graphic designers and aspiring programmers alike. Using only a simple text editor and browser, students will create and publish web pages the very first night of this eight-week course. All aspects of HTML will be covered in detail, as well as CSS (Cascading Style Sheets) to format HTML elements and divisions. Web design layouts, adding images to pages, wallpaper backgrounds, links, animation, and forms with buttons, text boxes and other controls is taught, as well as the creation of navigational menus using tables and CSS classes. Internet service providers and hosting services will be discussed as well as Search Engine Optimization, XHTML standards and the emerging HTML 5 specification.

South Campus 6:30PM–9:00PM	YAI-361-1540 M	\$159 3/12/18	8 Sessions Faculty
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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 2/28/18	1 Session Silvis
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Boyce Campus 6:30PM–9:30PM	YAI-404-1280 W	\$39 3/7/18	1 Session Marino
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South Campus 6:30PM–9:30PM	YAI-404-1540 W	\$39 3/7/18	1 Session Faculty
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West Hills Center 6:30PM–9:30PM	YAI-404-1290 R	\$39 2/15/18	1 Session Silvis
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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.

Boyce Campus 9:00AM–4:00PM	YAI-202-1280 F	\$99 3/16/18	1 Session Glick
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Energy Innovation Ctr 9:00AM–3:30PM	YAI-202-5301 F	\$99 3/23/18	1 Session Gold
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Homewood Brushton Ctr 9:00AM–4:00PM	YAI-202-1240 S	\$99 4/14/18	1 Session Faculty
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North Campus 9:00AM–4:00PM	YAI-202-1450 F	\$99 3/2/18	1 Session Faculty
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South Campus 9:00AM–4:00PM	YAI-202-1540 S	\$99 4/14/18	1 Session Janosko
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IPAD BASICS

This course for all age groups is a basic, step-by-step instruction on how to utilize the iPad’s functionality in a short amount of time. There will be straight-forward hands-on examples on how to do email, search the Internet, utilize pre-installed apps as well as download awesome free apps.

South Campus 9:00AM–12:00PM	YAI-043-1540 M	\$49 3/19/18	2 Sessions Krall-Arrigoni
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PLUS 50 INITIATIVE

Completing a degree or certificate is the key to opening new doors. Going back to school and earning your college degree or certificate in health care, education, and social services paves the way to opportunities for new jobs and career advancement. Earning a degree or certificate is easier than ever. If you are thinking about getting your degree or certificate, you won’t be starting at square one. Under the Plus 50 Encore Completion Program, adult students can gain credits for past education and work experience. It is a great time to come back. As the economy recovers, getting your degree or certificate can help increase your earning potential. The Plus 50 Encore Completion Program offers courses tailored to your needs, making it easier than ever to finish what you started. For more information, email plus50@ccac.edu or call 412.237.2723.

VOCATIONAL-RESIDENTIAL DEVELOPMENT CLASSES

The Human Services Professional Development program offers centralized training classes open to all human services agencies, as well as specialized in-agency training classes. The courses we offer include professional development classes for staff to improve and update knowledge related to their jobs, as well as personal growth and skill development classes for staff wanting to enhance individual growth in order to increase professional performance. Our classes are designed to meet the training requirements of the Allegheny County Department of Human Services and the Department of Public Welfare. For more information or to get a list of classes, please call Susan Kennedy at 412.237.6587, email skennedy@ccac.edu or visit ccac.edu and search for vocational-residential classes.

DANCE

NEW! AMERICAN STYLE WALTZ

Have you always wanted to learn to waltz? Here's your chance to learn this smooth dance which is played at ballroom dances, many oldies dances and other functions. A faster version is played at polka dances.

South Campus 7:00PM–9:00PM	YDB-317-1540 R	\$49 3/29/18	3 Sessions Freidel
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NEW! BASIC PRINCIPLES OF SOCIAL DANCING

Whether you are just getting started or you've been dancing a while, everyone who partner dances needs this information to be a more successful dancer. Get a head start on an eight-week class. Or, if you've tried to make it on your own, come and see what you're missing!

South Campus 7:00PM–9:00PM	YDB-917-1540 T	\$39 1/30/18	1 Session Freidel
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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 M	\$49 4/9/18	3 Sessions Suchy
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South Campus 1:00PM–2:30PM	YDB-316-1540 S	\$49 4/7/18	3 Sessions Suchy
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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.

Canon McMillan HS 7:00PM–9:30PM	YDB-101-1594 M	\$99 2/26/18	8 Sessions Sanders
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Peebles Elementary 7:00PM–8:30PM	YDB-101-1440 W	\$79 2/21/18	8 Sessions Zugell
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BALLROOM, SWING, & LATIN

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

Allegheny Campus 7:00PM–8:30PM	YDB-110-1210 R	\$79 2/15/18	8 Sessions Farrar
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LINE DANCING—BEGINNING

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

South Campus 1:00PM–2:30PM	YDB-009-1540 S	\$49 3/10/18	3 Sessions Suchy
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DANCING AT WEDDINGS & PARTIES

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

Peebles Elementary 8:30PM–10:00PM	YDB-104-1440 W	\$79 2/21/18	8 Sessions Zugell
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NEW! EAST COAST SWING/JITTERBUG

Have you always wanted to learn to do the east Coast Swing? Here's your chance to learn the three variations of this fun, popular staple, danced to various types of music almost everywhere.

South Campus 7:00PM–9:00PM	YDB-320-1540 R	\$49 4/26/18	3 Sessions Freidel
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NEW! HUSTLE

Have you always wanted to learn to do the Hustle? Dance to music from the disco-era. This slot dance is played by most DJs at ballroom and oldies dances.

South Campus 7:00PM–9:00PM	YDB-318-1540 R	\$49 3/1/18	3 Sessions Freidel
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NEW! 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 T	\$89 2/20/18	8 Sessions Freidel
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NEW! READY FOR THE OLDIES PLUS

The swing, cha cha and slow dancing aren't enough at oldies dances anymore. Get started with the waltz, hustle and west coast swing.

Ft. Couch Middle 7:00PM–9:30PM	YDB-319-1550 M	\$99 2/19/18	8 Sessions Freidel
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CCAC DOES NOT GUARANTEE A PARTNER FOR ANY OF OUR DANCE CLASSES.

DRIVER EDUCATION

COMBINED CLASSROOM INSTRUCTION & PRACTICE DRIVING

Choose one course number below for the time and days convenient for you to attend classroom instruction. If you would like practice driving during the same time period, please choose the practice driving session associated with your classroom theory course below. You may extend your six hours of driving instruction beyond the classroom end date. Practice driving will be scheduled by appointment during the day, evening and/or on weekends.

PRACTICE DRIVING ONLY—If you would like to take Practice Driving Only (not associated with a classroom theory session) at another time please choose from the Practice Driving Only Sessions that run Feb. 1–May 31 referenced below. Practice driving will be scheduled by appointment during the day, evening and/or on weekends. Students must bring original valid Driver’s Permit to each lesson. Instruction hours may be extended beyond the session end date.

Successful completion of one or both of these courses may result in a short-term benefit of reduced insurance premiums. The long-term benefit is the development of safe driving habits that will last a lifetime.

CCAC North Campus—8701 Perry Hwy., Pittsburgh, Pa 15237

Classroom Instruction

(Required Text: “*Drive Right*” 11th edition)

YOU-820-1450	2/10/18–3/17/18	\$139
8:30AM–1:30PM	S	6 Sessions

Driving Instruction (in the car)

YOU-030-1450	2/1/18–2/28/18	6 hours/by appt.	\$339
YOU-030-1451	3/1/18–3/29/18	6 hours/by appt.	\$339
YOU-030-1452	4/2/18–4/30/18	6 hours/by appt.	\$339

Online Classroom Theory Instruction via CCAC Blackboard

INTERNET COURSE

Course will include skills and applications, projects, video, chapter, unit and final exam. Registrants will receive login information prior to start date. Students will have 24/7 access to the course via CCAC website via blackboard. Required Text: “*Drive Right*” 11th edition. Students do not need to be online at a specific time but all course work must be completed by the last day of class.

YOU-820-1400	2/1/18–2/28/18	\$139
YOU-820-1401	3/5/18–3/29/18	\$139
YOU-820-1402	4/2/18–4/30/18	\$139

Lessons posted: Tuesday/Thursday

Driving Instruction (in the car)

YOU-030-1450	2/1/18–2/28/18	6 hours/by appt.	\$339
YOU-030-1451	3/1/18–3/29/18	6 hours/by appt.	\$339
YOU-030-1452	4/2/18–4/30/18	6 hours/by appt.	\$339
YOU-030-1453	5/1/18–5/31/18	6 hours/by appt.	\$339

NOTE: Attendance in the theory classes is extremely important. Missing more than allowable time is grounds for dismissal from the program. Students who are late two times can be dismissed from the program. **There are no make-up classes and no exceptions will be made. See Requirements.**

PRACTICE DRIVING ONLY—SPRING SESSION

DATES: 2/1/18–2/28/18

Session start date is 2/1/18—**No driving will be done prior to that date. You will be contacted by a Kennedy School of Driving instructor approximately one week to ten days after the session start date or your registration date, whichever is the later** to set-up your practice driving appointments. **Students must bring original valid Permit with them to each lesson.**

CCAC North Campus—8701 Perry Hwy., Pittsburgh Pa 15237

Driving Instruction (in the car)

YOU-030-1450	2/1/18–2/28/18	6 hours/by appt.	\$339
YOU-030-1451	3/1/18–3/29/18	6 hours/by appt.	\$339
YOU-030-1452	4/2/18–4/30/18	6 hours/by appt.	\$339
YOU-030-1453	5/1/18–5/31/18	6 hours/by appt.	\$339

CCAC South Campus—1750 Clairton Road, West Mifflin, Pa 15122

Driving Instruction (in the car)

YOU-030-1540	1/2/18–5/30/18	6 hours/by appt.	\$339
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CCAC West Hills Center—1000 McKee Road, Oakdale, Pa 15071

Driving Instruction (in the car)

YOU-030-1290	1/2/18–5/30/18	6 hours/by appt.	\$339
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Canon McMillan High School— Elm Street Extension, Canonsburg, Pa 15317

Driving Instruction (in the car)

YOU-030-1594	3/5/18–5/30/18	6 hours/by appt.	\$339
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REQUIREMENTS

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

ELIGIBILITY

Students must secure a learner's permit issued by the Commonwealth of Pennsylvania during classroom instruction before they will be permitted to participate in the driving components of the program. CCAC will not be responsible for tuition refunds if students do not secure a learner's permit during the semester in which they are registered. Students must attend 30 hours of class to meet Pennsylvania Department of Education Requirements.

SATISFACTORY COMPLETION

Students will receive a certificate from the College to verify satisfactory completion of the driver education program. **Please note that the Operator's Examination (driver's licensing exam) will no longer be offered by CCAC as part of the behind-the-wheel practice driving. Students are required to take the driver's exam at their local PennDot Driver Licensing Center. Scheduling the exam at the Driver Licensing Center and transportation to the exam will be the responsibility of the student.**

REQUIRED TEXTBOOK

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

COLLEGE POLICY

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

REFUND POLICY

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

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

ANNUITIES—HOW THEY REALLY WORK

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

Allegheny Campus 9:00AM–11:30AM	YCH-302-1210 S	\$39 2/24/18	1 Session Hill
Ft. Couch Middle 6:30PM–9:00PM	YCH-302-1550 R	\$39 2/15/18	1 Session Hill
North Campus 6:00PM–8:30PM	YCH-302-1450 W	\$39 3/14/18	1 Session Hill
South Campus 6:30PM–9:00PM	YCH-302-1540 W	\$39 2/21/18	1 Session Hill

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. Couples may attend together for a single registration fee.

Boyce Campus 6:00PM–8:00PM	YCH-027-1280 W	\$49 3/21/18	3 Sessions Faculty
Jefferson Hills Library 6:00PM–8:00PM	YCH-027-1570 T	\$49 4/3/18	2 Sessions Faculty
South Campus 6:00PM–8:00PM	YCH-027-1540 R	\$49 3/8/18	3 Sessions Faculty

BE YOUR OWN FINANCIAL PLANNER

Who wouldn't like to feel more confident in the financial decisions they make? In this course students will learn to read prospectuses and financial pages, demystify financial jargon, set achievable financial goals, identify good financial advice, understand tax structure and increase and manage your cash flow. They will also gain insight into assessing risk, evaluating insurance needs, getting the most from banks and planning for retirement.

Allegheny Campus 10:00AM–12:00PM	YCH-022-1210 S	\$49 2/17/18	2 Sessions Rondinelli
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NEW! CAN YOU AFFORD TO RETIRE

Ask yourself, can you afford to retire? Designed for pre-retirees learn how to use basic financial principles as you anticipate and plan strategically for your comprehensive retirement needs. Learning to use proper planning methods will help you address and meet those needs for the full length of your retirement. Couples may attend together for a single registration fee.

North Campus 6:30PM–9:00PM	YCH-055-1450 W	\$49 3/7/18	2 Sessions Faculty
Ft. Couch Middle 6:30PM–9:00PM	YCH-055-1550 R	\$49 3/1/18	2 Sessions Faculty
South Campus 6:30PM–9:00PM	YCH-055-1540 M	\$49 3/5/18	2 Sessions Faculty

NEW! SUCCESSFUL MONEY MANAGEMENT—ACCUMULATE WEALTH

Everyone wants to retire comfortably. To do that you need to accumulate wealth now! Learn how to accumulate wealth through financial tools you may be able to use to your advantage in your personal financial planning. Topics include methods for evaluating, selecting, and monitoring investments; hands-on approach to education funding, career changes, health insurance and more. Couples may attend together for a single registration fee.

North Campus 6:30PM–9:00PM	YCH-057-1450 M	\$49 3/19/18	2 Sessions Faculty
Ft. Couch Middle 6:30PM–9:00PM	YCH-057-1550 R	\$49 3/15/18	2 Sessions Faculty
South Campus 6:30PM–9:00PM	YCH-057-1540 W	\$49 3/21/18	2 Sessions Faculty

NEW! MAINTAINING YOUR LIFESTYLE THROUGHOUT RETIREMENT

Will you be able to maintain your lifestyle throughout your retirement? Learn to maintain your financial security throughout your lifetime. Applying specific financial management strategies that you will learn can assure you a financially comfortable retirement. Couples may attend together for a single registration fee.

North Campus 6:30PM–9:00PM	YCH-058-1450 T	\$49 4/3/18	2 Sessions Faculty
Ft. Couch Middle 6:30PM–9:00PM	YCH-085-1550 R	\$49 4/5/18	2 Sessions Faculty

CREATE YOUR OWN PENSION PLAN

Wish you had a pension plan? You can. One of the top concerns of pre-retirees and retirees is that they will not have the money they need to enjoy their retirement years. Learn how you can have income for life through your own personal pension plan. In addition, find out how this plan can manage taxes, fight the effects of inflation and accumulate funds for retirement. The course is not biased toward any company or product, but rather focuses on the concepts to turn your retirement into reality. The tuition includes a course book. Couples may attend together for a single registration fee.

Allegheny Campus 6:30PM–8:30PM	YCH-232-1210 T	\$39 5/8/18	1 Session McConnell
South Campus 6:30PM–8:30PM	YCH-232-1540 W	\$39 4/4/18	1 Session McConnell

HOME BUDGETING 101

It's never too late to start managing your home finances. This home budgeting basics course will teach you where to start, how to organize your income and spending, and prioritize all of the items on your new budget.

Allegheny Campus 1:00PM–4:00PM	YCA-508-1210 S	\$39 3/3/18	1 Session Dwyer
West Hills Center 6:00PM–9:00PM	YCA-508-1290 W	\$39 2/21/18	1 Session Dwyer

I'M AN EXECUTOR—NOW WHAT DO I DO?

As executor of an estate, what activities are required by law? Let an experienced attorney guide you step-by-step through the process.

Ft. Couch Middle 6:30PM–9:00PM	YCH-319-1550 M	\$49 4/23/18	2 Sessions Conley
North Campus 6:30PM–9:00PM	YCH-319-1450 M	\$49 2/19/18	2 Sessions Conley

INVESTMENT STRATEGIES IN AN UNCERTAIN ECONOMY

Learn how to maximize investment return with an eye on managing risk in your portfolio. Students will learn about each of the different asset classes and how to research and analyze these investments. They will also learn different methods for allocating assets in a portfolio of investments and how to reduce risk in an uncertain economy. Asset classes such as mutual funds, ETFs, stocks, bonds and various short-term investments will be covered. Finally, we will study some of the great investors to learn about strategies and values that made them successful.

Allegheny Campus 10:00AM–12:00PM	YCH-025-1210 S	\$49 4/7/18	2 Sessions Rondinelli
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MEDICARE—WHAT YOU NEED TO KNOW

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

Allegheny Campus 6:30PM–8:30PM	YEB-250-1210 W	\$49 2/28/18	2 Sessions Levis
Boyce Campus 6:30PM–8:30PM	YEB-250-1280 T	\$49 4/17/18	2 Sessions Levis
Ft. Couch Middle 6:30PM–8:30PM	YEB-250-1550 R	\$49 4/19/18	2 Sessions Levis
North Campus 6:00PM–8:00PM	YEB-250-1450 T	\$49 3/20/18	2 Sessions Cottone
South Campus 6:30PM–8:30PM	YEB-250-1540 T	\$49 3/13/18	2 Sessions 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 not included in the cost of the course. Textbook is "Money and Common Sense" ISBN 13: 978-1535502320.

South Campus 6:00PM–9:00PM	YCH-920-1540 M	\$39 3/19/18	1 Session Nelson
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PLAN WELL...ENJOY RETIREMENT

A down-to-earth retirement planning series that emphasizes the distinct similarities between Retirement Planning and Flight Planning. We ask the question 'Would you ever dream of getting on an airplane if there was no flight plan?' We want students to envision that striking analogy and relate it to their current situation. They will study the things that matter most in retirement, including quality-of-life and health care topics and learn the nitty-gritty concepts.

North Campus 6:00PM–9:00PM	YCH-045-1450 R	\$49 2/8/18	2 Sessions Miller
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NEW! PLANNING & EXECUTING A SUCCESSFUL RETIREMENT

Have you thought about what your retirement will look like? Planning for retirement requires time, thought and finances. Please join us for this workshop that will discuss how you can plan for a successful retirement and learn about the many topics associated with retirement. Couples may attend together for a single registration fee.

Canon McMillan HS 6:30PM–8:30PM	YCH-403-1594 M	\$39 4/23/18	1 Session McConnell
Ft. Couch Middle 6:30PM–9:30PM	YCH-403-1550 R	\$39 4/19/18	1 Session McConnell
Ft. Couch Middle 6:30PM–9:30PM	YCH-403-1551 M	\$39 2/26/18	1 Session McConnell
South Campus 9:00AM–12:00PM	YCH-403-1540 S	\$39 3/10/18	1 Session McConnell

PROTECT YOUR INHERITANCE—WILL VS. LIVING TRUST

Learn to bypass the high costs, publicity and delays of probate court by eliminating unnecessary legal fees and estate taxes. Participants will learn to plan for extended illness or injury through the use of wills, revocable living trusts, insurance trusts and charitable trusts. A lawyer will be in class to assist the instructor and answer questions.

Allegheny Campus 6:30PM–9:00PM	YCH-013-1210 W	\$39 2/21/18	1 Session Morgan
North Campus 6:30PM–9:00PM	YCH-013-1450 M	\$39 4/9/18	1 Session Liechti
West Hills Center 6:30PM–9:00PM	YCH-013-1290 W	\$39 3/14/18	1 Session Liechti

REJUVENATE YOUR RETIREMENT

In this course you will plan your retirement income, apply strategies to improve your Social Security Income, evaluate and plan for health care. Come learn strategies to rejuvenate your retirement. Couples may attend together for a single registration fee.

Boyce Campus 1:00PM–3:00PM	YCH-918-1280 T	\$49 3/6/18	2 Sessions Faculty
South Campus 1:00PM–3:00PM	YCH-918-1540 T	\$49 2/13/18	2 Sessions Faculty

REPAIR YOUR CREDIT

Most people are not aware that repairing credit is as simple as writing a series of letters to collection agencies and credit bureaus to have negative items removed. By reviewing the important sections of both the Fair Credit Reporting Act and the Fair Debt Collection Practices Act, students will learn how to achieve deletions of negative information from their credit profile. Participants do not have to be a lawyer or incur attorney fees to fight big credit corporations and win—only have patience and persistence.

Allegheny Campus 9:00AM–12:00PM	YCA-024-1210 S	\$39 3/3/18	1 Session Dwyer
South Campus 6:30PM–9:30PM	YCA-024-1540 W	\$39 3/21/18	1 Session Dwyer
West Hills Center 6:00PM–9:00PM	YCA-024-1290 W	\$39 2/28/18	1 Session Dwyer

REPAIR YOUR CREDIT, PROTECT YOUR IDENTITY—WHAT YOU NEED TO KNOW

Most people are not aware that repairing credit is as simple as writing a series of letters to collection agencies and credit bureaus to have negative items removed. By reviewing the important sections of both the Fair Credit Reporting Act and the Fair Debt Collection Practices Act, students will learn how to achieve deletions of negative information from their credit profile. Participants do not have to be a lawyer or incur attorney fees to fight big credit corporations and win—only have patience and persistence. In addition to repairing your credit you also need to know how to protect yourself from someone stealing your personal information which can wreak havoc with your finances, credit history, and reputation. This course will go into detail with resources on whom to contact immediately if you have been a victim of identity theft.

Energy Innovation Ctr 1:30PM–5:00PM	YCA-506-5301 T	\$99 4/10/18	2 Sessions Dwyer
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SMOKING CESSATION

CCAC is proud to partner with Tobacco Free Allegheny to offer a smoking cessation program specifically designed for families. Information about the dangers of smoking for pregnant women and the health effects of second-hand smoke on young children will be addressed. The program targets smokers of all ages and promotes smoking cessation skills.

Allegheny Campus 6:00PM–8:30PM	YEB-988-1210 M	FREE 2/12/18	1 Session Faculty
South Campus 4:00PM–5:30PM	YEB-988-1540 W	FREE 3/7/18	1 Session Faculty
South Campus 6:00PM–8:30PM	YEB-988-1541 R	FREE 3/22/18	1 Session Faculty

RETIREMENT PLANNING

In this course you'll learn how to: manage investment risks, use new tax laws to your advantage, make informed decisions about your company retirement plan, and adjust your estate plan to function properly under the new laws. However, money is only one aspect of retirement planning. This course blends financial education with life planning to help you build wealth, align your money with your values, and achieve your retirement lifestyle goals. Course includes one workbook per couple. Couples may attend together for a single registration fee.

Allegheny Campus 6:30PM–9:30PM	YCH-029-1210 T	\$49 4/10/18	2 Sessions McConnell
North Campus 9:00AM–12:00PM	YCH-029-1450 S	\$49 1/27/18	2 Sessions Tiche
South Campus 6:15PM–8:15PM	YCH-029-1540 R	\$49 4/26/18	2 Sessions Faculty
West Hills Center 6:30PM–9:30PM	YCH-029-1290 T	\$49 2/6/18	2 Sessions Tiche

RETIREMENT—WHAT YOU NEED TO KNOW TO REDUCE TAXES & MAXIMIZE INCOME

Are you concerned about the tax effect on your retirement savings? Are you planning on retiring but unsure if you can sustain your lifestyle in retirement? Or are you already retired and uncertain you are doing everything you can do to ensure that your money will last? In this course, students will gain in-depth learning about different retirement tax strategies. Each session is designed to help students identify areas to improve their personal financial planning needs, such as retirement basics, tax strategies, and retirement income for life model planning. Couples may attend together for a single registration fee.

Ft. Couch Middle 6:30PM–8:00PM	YCH-056-1550 M	\$49 4/9/18	3 Sessions Canella
North Campus 6:30PM–8:00PM	YCH-056-1450 R	\$49 4/12/18	3 Sessions Canella
South Campus 6:30PM–8:00PM	YCH-056-1540 W	\$49 4/11/18	3 Sessions Canella
West Hills Center 6:30PM–8:00PM	YCH-056-1290 T	\$49 4/10/18	3 Sessions Canella

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 you 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.

Boyce Campus 6:30PM–8:00PM	YEB-300-1280 W	\$39 3/21/18	1 Session Canella
Ft. Couch Middle 6:30PM–8:00PM	YEB-300-1550 M	\$39 3/12/18	1 Session Canella
North Campus 6:30PM–8:00PM	YEB-300-1450 R	\$39 3/15/18	1 Session Canella
South Campus 6:30PM–8:00PM	YEB-300-1540 W	\$39 3/14/18	1 Session Canella
West Hills Center 6:30PM–8:00PM	YEB-300-1290 T	\$39 3/13/18	1 Session Canella

STOCKS, BONDS & ALL THAT JAZZ

Understand the basics of investing. Discuss the difference between CDs, stocks, bonds, and mutual funds and the historical returns of each asset class. Explore the differences between growth and value, balanced and blend, mutual funds. We will cover the impact of taxes and inflation in relation to investment choices; investigate how dollar cost averaging and diversification can help your portfolio, and the role of asset allocation in your investments. Look at the difference between 401Ks, Roth IRAs, traditional IRAs and other retirement plans. Couples may attend together for a single registration fee.

North Campus 6:30PM–8:30PM	YGA-027-1450 T	\$49 2/20/18	3 Sessions Canella
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TAXES IN RETIREMENT

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

Couples may attend together for a single registration fee.

Canon McMillan HS 6:30PM–9:30PM	YCH-234-1594 M	\$39 3/19/18	1 Session McConnell
South Campus 6:30PM–8:30PM	YCH-234-1540 R	\$39 3/22/18	1 Session McConnell

UNDERSTANDING SENIOR HEALTH INSURANCE

This series begins by looking at Social Security and ends five sessions later after discussing how to select a care facility. Along the way we cover Medicare; Medicare supplements; advantage, drug and travel insurance; low income programs; health care reform; your legal documents; adult day care; hospice and palliative services and long term care insurance. The class binder is yours to assist in making health care decisions in the years to come.

Ft. Couch Middle 7:00PM–9:00PM	YCA-504-1550 M	\$69 3/5/18	5 Sessions Veazey
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WAYS TO CUT COLLEGE COSTS—TOOLS & KNOW-HOW YOU NEED TO PAY LESS FOR COLLEGE

Are you planning on sending your child to college? If you are trying to figure out how to pay for college costs, this course will help identify various financial aid sources, scholarships, and grants to help pay for college expenses. Students will learn how scholarships and grants are awarded and which ones you should focus on given your financial profile. Learn about different kinds of financial aid and how to qualify. How do current investments influence the amount of financial aid my child would be eligible for? Learn more about the formula that FAFSA and other aid documents use to determine the amount of aid you are qualified for. Each session is designed to help students identify in which areas they can begin to improve upon their personal financial planning needs.

Ft. Couch Middle 6:30PM–8:00PM	YCH-922-1550 M	\$39 2/19/18	2 Sessions Canella
North Campus 6:30PM–8:00PM	YCH-922-1450 R	\$39 2/22/18	2 Sessions Canella
South Campus 6:30PM–8:00PM	YCH-922-1540 W	\$39 2/21/18	2 Sessions Canella

WRITING YOUR WILL

Learn about the essential elements of creating this important document and discuss other estate planning essentials such as power of attorney, advanced directives, guardianships, and estate and inheritance taxes.

Ft. Couch Middle 6:30PM–9:00PM	YCH-024-1550 M	\$39 4/9/18	1 Session Conley
North Campus 6:30PM–9:00PM	YCH-024-1450 M	\$39 3/12/18	1 Session Conley
South Campus 6:30PM–9:00PM	YCH-024-1540 W	\$39 4/11/18	1 Session Conley

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 6:30PM–7:30PM	YFA-161-1210 T	\$79 2/6/18	10 Sessions Overly
USC Boyce Middle 7:00PM–8:00PM	YFA-161-1550 M	\$79 1/15/18	10 Sessions Taylor
USC Boyce Middle 7:00PM–8:00PM	YFA-161-1551 M	\$59 4/9/18	7 Sessions Taylor
Canon McMillan HS 7:30PM–8:30PM	YFA-161-1594 W	\$79 2/14/18	10 Sessions York
North Campus 7:30PM–8:30PM	YFA-161-1450 W	\$79 2/14/18	10 Sessions Overly
South Campus 6:30PM–7:30PM	YFA-161-1540 M	\$89 2/12/18	12 Sessions Faculty
South Campus 6:30PM–7:30PM	YFA-161-1541 W	\$89 2/14/18	12 Sessions Faculty
South Campus 6:30PM–7:30PM	YFA-161-1542 MW	\$129 2/12/18	24 Sessions Faculty

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.

South Campus 7:00PM–8:00PM	YFA-339-1540 R	\$79 2/22/18	10 Sessions Faculty
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NORTH HILLS ADULT AQUATIC CLASSES

AQUA AEROBICS

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

Sisters of Divine Prov	YFA-203-1410	\$179	24 Sessions
8:30AM–9:30AM	MWF	1/8/18	Longwell
Sisters of Divine Prov	YFA-203-1411	\$179	24 Sessions
9:30AM–10:30AM	MWF	1/8/18	Longwell
Sisters of Divine Prov	YFA-203-1420	\$179	24 Sessions
8:30AM–9:30AM	MWF	3/19/18	Longwell
Sisters of Divine Prov	YFA-203-1421	\$179	24 Sessions
9:30AM–10:30AM	MWF	3/19/18	Longwell
Sisters of Divine Prov	YFA-203-1422	\$179	24 Sessions
10:30AM–11:30AM	MWF	3/19/18	Longwell

AQUA RITIS

This class is designed for those who are physically limited due to arthritis, back problems, etc., or those who need a gentle introduction or re-entry place to start. Classes will work on maintaining and/or gradually increasing range of motion in a gentle manner. Participants are encouraged to work at their own pace with adaptations made as needed. This is a low-pressure and fun social class. A \$10 deposit required at first class to Sisters of Divine Providence for key. Please bring a towel to class.

Sisters of Divine Prov	YFA-206-1410	\$139	24 Sessions
12:45PM–1:30PM	MWF	1/8/18	Yarzebinski
Sisters of Divine Prov	YFA-206-1420	\$139	24 Sessions
12:45PM–1:30PM	MWF	3/19/18	Yarzebinski

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. There is a \$10 deposit at the first class to Sisters of Divine Providence for a key.

Sisters of Divine Prov	YFA-205-1410	\$179	24 Sessions
11:45AM–12:45PM	MWF	1/8/18	Yarzebinski
Sisters of Divine Prov	YFA-205-1420	\$179	24 Sessions
11:45AM–12:45PM	MWF	3/19/18	Yarzebinski

SOUTH HILLS ADULT AQUATIC CLASSES

AQUA RITIS

This class is designed for those who are physically limited due to arthritis, back problems, etc., or those who need a gentle introduction or re-entry place to start. Classes will work on maintaining and/or gradually increasing range of motion in a gentle manner. Participants are encouraged to work and swim at their own pace with adaptations made as needed. This is a low-pressure and fun social class.

Pathfinder School	YFA-206-1580	\$139	20 Sessions
6:30PM–7:15PM	TR	1/16/18	Woodyard
Pathfinder School	YFA-206-1581	\$79	10 Sessions
6:30PM–7:15PM	T	1/16/18	Woodyard
Pathfinder School	YFA-206-1582	\$79	10 Sessions
6:30PM–7:15PM	R	1/18/18	Woodyard

WATER FITNESS & FUN

Kickboards, noodles, and water weights—oh my!

This adult aqua class is created for all swimming levels while using the entire pool. Each class has modifications or advanced moves depending on the individual fitness level. The water movements are designed to strengthen muscles, improve cardiovascular endurance, and increase flexibility. Come enjoy a fun energized class with motivating music in the background.

Pathfinder School	YFA-928-1580	\$139	20 Sessions
5:30PM–6:15PM	TR	1/16/18	Woodyard
Pathfinder School	YFA-928-1581	\$79	10 Sessions
5:30PM–6:15PM	T	1/16/18	Woodyard
Pathfinder School	YFA-928-1582	\$79	10 Sessions
5:30PM–6:15PM	R	1/18/18	Woodyard
Pathfinder School	YFA-928-1590	\$139	20 Sessions
7:30PM–8:15PM	TR	1/16/18	Woodyard
Pathfinder School	YFA-928-1591	\$79	10 Sessions
7:30PM–8:15PM	T	1/16/18	Woodyard
Pathfinder School	YFA-928-1592	\$79	10 Sessions
7:30PM–8:15PM	R	1/18/18	Woodyard

BEGINNER TRIPLE PLAY

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

Allegheny Campus 7:00PM–8:00PM	YFA-361-1210 M	\$79 2/12/18	10 Sessions Faculty
Ballet Academy of Pitt 10:00AM–11:00AM	YFA-361-1530 W	\$79 2/28/18	10 Sessions Taylor
North Campus 6:15PM–7:15PM	YFA-361-1450 M	\$79 2/12/18	10 Sessions Overly
South Campus 9:30AM–10:30AM	YFA-361-1540 TR	\$109 1/9/18	20 Sessions Taylor
South Campus 9:30AM–10:30AM	YFA-361-1541 T	\$79 1/9/18	10 Sessions Taylor
South Campus 9:30AM–10:30AM	YFA-361-1542 R	\$79 1/11/18	10 Sessions Taylor
South Campus 9:30AM–10:30AM	YFA-361-1543 TR	\$109 3/27/18	18 Sessions Taylor
South Campus 9:30AM–10:30AM	YFA-361-1544 T	\$79 3/27/18	9 Sessions Taylor
South Campus 9:30AM–10:30AM	YFA-361-1545 R	\$79 3/29/18	9 Sessions Taylor

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.

USC Boyce Middle 6:00PM–7:00PM	YFA-110-1550 M	\$79 1/15/18	10 Sessions Taylor
USC Boyce Middle 6:00PM–7:00PM	YFA-110-1551 M	\$59 4/9/18	7 Sessions Taylor
North Campus 11:00AM–12:00PM	YFA-110-1450 S	\$79 2/17/18	10 Sessions Overly
North Campus 7:00PM–8:00PM	YFA-110-1451 TR	\$109 2/13/18	20 Sessions Marchese
South Campus 10:30AM–11:30AM	YFA-110-1542 R	\$79 1/11/18	10 Sessions Taylor
South Campus 10:30AM–11:30AM	YFA-110-1543 R	\$79 3/29/18	9 Sessions Taylor

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.

USC Boyce Middle 7:00PM–8:00PM	YFA-357-1550 R	\$69 1/18/18	8 Sessions Overly
USC Boyce Middle 7:00PM–8:00PM	YFA-357-1551 R	\$59 3/22/18	7 Sessions Overly
Canon McMillan HS 7:30PM–8:30PM	YFA-357-1594 M	\$79 2/12/18	10 Sessions Lagamba

COUNTRY HEAT LIVE™

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

USC Boyce Middle 6:00PM–7:00PM	YFA-929-1550 R	\$79 2/22/18	10 Sessions Lewis
South Campus 6:30PM–7:30PM	YFA-929-1540 T	\$79 2/13/18	10 Sessions Lewis

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.

Allegheny Campus 6:30PM–7:30PM	YFA-281-1210 F	\$69 2/9/18	8 Sessions Overly
North Campus 12:30PM–1:30PM	YFA-281-1450 S	\$79 2/17/18	10 Sessions Overly

YOUR BACK NEW! FITNESS WITHOUT FEAR

This safe and effective workout was developed by a physical therapist for persons recovering from low back pain. It features therapeutic floor exercises to strengthen the core, arms and legs to build stability, body awareness and good posture. It is safe for those with osteoporosis and anyone beginning to exercise. Participants need to be cleared to exercise by their MD or PT.

North Campus	YFA-368-1450	\$79	10 Sessions
5:00PM–6:00PM	R	2/15/18	Siclari

NEW! KETTLEBELL WORKOUT

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

West Hills Center	YFA-360-1290	\$109	20 Sessions
6:00PM–7:00PM	TR	2/13/18	Lagamba

PERSONAL CONDITIONING & WEIGHT TRAINING

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

Boyce Campus	YFA-125-1280	\$129	24 Sessions
7:00PM–8:00PM	MW	2/12/18	Haines
Boyce Campus	YFA-125-1281	\$89	12 Sessions
7:00PM–8:00PM	M	2/12/18	Haines
Boyce Campus	YFA-125-1282	\$89	12 Sessions
7:00PM–8:00PM	W	2/14/18	Haines
South Campus	YFA-125-1542	\$79	10 Sessions
10:30AM–11:30AM	T	1/9/18	Taylor
South Campus	YFA-125-1544	\$79	9 Sessions
10:30AM–11:30AM	T	3/27/18	Taylor

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	6 Sessions
9:00AM–12:00PM	S	2/17/18	Steele

PILATES

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

North Campus	YFA-322-1450	\$79	10 Sessions
5:00PM–6:00PM	W	2/14/18	Siclari

West Hills Center	YFA-322-1290	\$89	14 Sessions
7:00PM–8:00PM	MW	1/8/18	Kelley

West Hills Center	YFA-322-1291	\$89	14 Sessions
7:00PM–8:00PM	MW	3/19/18	Kelley

PILATES—PIYO

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

North Campus	YFA-309-1450	\$79	10 Sessions
5:00PM–6:00PM	T	2/13/18	Wells

STRONG BODIES STRONG BONES

Exercise plays an important role in building and maintaining bone strength. The correct workout can rebuild bone and reduce fractures. Muscle strength also protects your bones. Exercise physiologist, Anne Brucker, presents a gentle, joint friendly, OsteoSmart program that strengthens the spine and is suitable for men and women of all ages. Students should bring a pair of 2 or 3 pound hand weights.

Ballet Academy of Pitt	YFA-915-1530	\$59	6 Sessions
11:30AM–12:30PM	T	2/27/18	Brucker

NEW! STRONG BY ZUMBA

STRONG by Zumba® combines body weight, muscle conditioning, cardio and plyometric-training moves that are synced to original music, specifically designed to match every single move. In a one-hour class you will burn calories while toning arms, legs, abs and glutes. Plyometric, or explosive moves such as high knees, burpees, and jumping jacks, are interchanged with isometric moves, including lunges, squats and kickboxing.

Allegheny Campus	YFA-906-1210	\$79	10 Sessions
6:30PM–7:30PM	M	2/12/18	Faculty

SUPER 55+

Develop and Improve core strength, balance, flexibility and increase muscle tone through a series of both seated and standing movements. You will improve your focus and concentration while reducing stress and increasing energy and circulation. This is a class for the 55+ of all abilities.

South Campus	YFA-081-1540	\$79	10 Sessions
9:45AM–10:45AM	S	3/10/18	Philpott

TAI CHI CHUAN—BEGINNING

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

Allegheny Campus	YFD-212-1210	\$79	10 Sessions
7:00PM–8:00PM	R	2/15/18	Bao

Boyce Campus	YFD-212-1280	\$79	10 Sessions
9:00AM–10:00AM	S	2/17/18	Valentino

North Campus	YFD-212-1450	\$79	10 Sessions
7:15PM–8:15PM	M	2/12/18	Lapresta

South Campus	YFD-212-1540	\$79	10 Sessions
9:00AM–10:00AM	S	2/17/18	Juola

TAI CHI FOR BALANCE & LONGEVITY

The ancient art of sun style tai chi flows like a silent meadow brook gaining strength and power as it grows. Strength, balance, mental acuity and socialization are the corner stones for maintaining lifelong optimal health. This class is suitable for men and women of all ages.

Ballet Academy of Pitt	YFA-916-1530	\$59	6 Sessions
12:30PM–1:30PM	T	2/27/18	Brucker

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	\$79	10 Sessions
6:15PM–7:15PM	W	2/14/18	Overly

YOGA—BEGINNING

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

Allegheny Campus	YFA-305-1210	\$69	8 Sessions
7:45PM–8:45PM	T	2/6/18	Overly

Allegheny Campus	YFA-305-1211	\$69	9 Sessions
7:45PM–8:45PM	T	4/10/18	Overly

Allegheny Campus	YFA-305-1212	\$79	10 Sessions
12:00PM–12:45PM	R	2/1/18	Steele

Boyce Campus	YFA-305-1280	\$89	6 Sessions
7:00PM–8:30PM	T	1/30/18	Martucci

Boyce Campus	YFA-305-1281	\$69	6 Sessions
7:00PM–8:30PM	T	3/20/18	Martucci

USC Boyce Middle	YFA-305-1552	\$79	10 Sessions
8:00PM–9:00PM	M	1/15/18	Taylor

USC Boyce Middle	YFA-305-1553	\$59	7 Sessions
8:00PM–9:00PM	M	4/9/18	Taylor

Canon McMillan HS	YFA-305-1594	\$69	6 Sessions
6:00PM–6:45PM	W	3/7/18	Gerben

North Campus	YFA-305-1450	\$79	10 Sessions
5:00PM–6:00PM	M	2/12/18	Overly

South Campus	YFA-305-1540	\$79	10 Sessions
7:30PM–8:30PM	M	2/19/18	Martucci

South Campus	YFA-305-1541	\$79	10 Sessions
7:00PM–8:00PM	W	2/21/18	Martucci

South Campus	YFA-305-1543	\$79	10 Sessions
10:30PM–11:30PM	S	2/24/18	Martucci

West Hills Center	YFA-305-1290	\$69	8 Sessions
12:00PM–1:00PM	T	2/13/18	Gerben

YOGA VINYASA FLOW—ADVANCED

In this vinyasa style class, students awaken their strength, energy, and flexibility in a fun atmosphere. Students will build upon poses and breathwork taught in the *Yoga—Beginning* class. Modified versions of poses are always demonstrated. It is recommended that students have completed at least one session of *Yoga—Beginning*.

USC Boyce Middle	YFA-381-1550	\$69	8 Sessions
8:00PM–9:00PM	R	1/18/18	Overly

USC Boyce Middle	YFA-381-1551	\$69	7 Sessions
8:00PM–9:00PM	R	3/22/18	Overly

YOGA—VINYASA FLOW

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

West Hills Center 8:00PM–9:00PM	YFA-359-1290 MW	\$89 1/8/18	14 Sessions Kelley
West Hills Center 8:00PM–9:00PM	YFA-359-1291 MW	\$89 3/19/18	14 Sessions Kelley

YOLATES

This course is perfect for students with a busy lifestyle. It combines basic Pilates and yoga exercises together for a total body workout that will help students develop and tone their body and reduce stress.

Ballet Academy of Pitt 11:00AM–12:00PM	YFA-326-1530 W	\$79 2/28/18	10 Sessions Taylor
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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.

Boyce Campus 10:00AM–11:00AM	YFA-101-1280 S	\$79 2/24/18	10 Sessions Faculty
Canon McMillan HS 6:30PM–7:30PM	YFA-101-1594 MW	\$109 2/12/18	21 Sessions Roberts
Canon McMillan HS 6:30PM–7:30PM	YFA-101-1595 M	\$79 2/12/18	11 Sessions Roberts
Canon McMillan HS 6:30PM–7:30PM	YFA-101-1596 W	\$79 2/14/18	10 Sessions Roberts
North Campus 6:00PM–7:00PM	YFA-101-1450 TR	\$109 2/13/18	20 Sessions Wells

FOOD

NEW! AUTHENTIC FLAN

Flan is a creamy, custard dessert that is popular in Spain and all over Latin America. There are many variations of flan. In this class, we will create flan de coco and flan de queso. You will want to make these recipes over and over.

North Campus 9:00AM–12:00PM	YCD-359-1450 S	\$59 4/7/18	1 Session Nardello
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NEW! BROWNIES THREE WAYS

Create a new twist to every day brownies. Learn to prepare fudgy, white chocolate, Samoa and lemon brownies for your next party.

North Campus 9:00AM–12:00PM	YCD-344-1450 S	\$59 2/24/18	1 Session Nardello
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CAKE DECORATING—NONCREDIT CERTIFICATE OF COMPLETION

Delight your family and friends with delicious, edible works of art or start a career as a professional cake decorator with a Certificate of Attendance in cake decorating from CCAC. This program provides participants with practical, hands-on training in cake decorating. Starting with the basics, students will learn the basics of frosting and smoothing a cake, adding borders and making basic flowers. As they progress, students will work with butter cream and royal icings as well as fondant making more complicated edible cake decorations and character cakes. The final project will be a tiered wedding cake. Students must purchase all tools and supplies for these courses. A required tool and supply list will be provided at the first class session.

North Campus 6:30PM–9:30PM	YCD-244-1450 W	\$179 2/14/18	10 Sessions Francis
South Campus 6:00PM–9:00PM	YCD-244-1540 T	\$179 3/6/18	10 Sessions Johnson

CAKE DECORATING BASICS

Learn everything from the basics of frosting and smoothing a cake to creating borders, figure piping, cartooning, beautiful flowers and more. Gain the skills and self-confidence needed to make special occasions even more memorable. Bring pencil and paper first night. Supplies will be discussed at the first class.

Canon McMillan HS 6:30PM–9:30PM	YCD-102-1594 W	\$99 3/14/18	4 Sessions Faculty
North Campus 6:30PM–9:30PM	YCD-102-1450 W	\$99 2/14/18	4 Sessions Francis

CAKES & MORE

Learn how to bake moist and delicious cakes and a Swiss meringue buttercream icing in this hands-on class. We'll have fun learning how to prepare and assemble our tasty creations as well as learn a few simple decorating tips that will allow you to wow your family and friends with your cake baking talents.

Boyce Campus 6:30PM–9:30PM	YCD-355-1280 F	\$59 4/20/18	1 Session Palmieri
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CHANGING SEASONS—YOUR DIET & HEALTHY CO

Do you ever notice that when the season changes you start to have cravings for certain foods? These cravings are intentionally designed by Mother Nature. In this two part class, you will learn about eating healthy for the seasons and optimizing seasonal foods for a healthier you. The second half is a cooking lesson featuring healthy but quick recipes using local whole foods. Samples and handouts will be provided.

North Campus 6:30PM–8:30PM	YEB-139-1450 W	\$49 3/21/18	2 Sessions Heineman
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NEW! CHOCOLATE SOUFFLÉS

Light and not too sweet, soufflés are the perfect dessert for any special occasion. Join us as we create pure chocolatey decadence.

North Campus 9:00AM–12:00PM	YCD-342-1450 S	\$59 2/17/18	1 Session Nardello
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NEW! CLEAN EATING

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

Allegheny Campus 6:30PM–8:30PM	YEB-331-1210 R	\$39 3/22/18	1 Session Heineman
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North Campus 6:30PM–8:30PM	YEB-331-1450 R	\$39 4/5/18	1 Session Heineman
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NEW! CRÈME BRULÉE

Crème brûlée, also known as burnt cream, crema catalana, or Trinity cream, is a dessert consisting of a rich custard base and is topped with a contrasting layer of hard caramel. The first printed recipe for a dessert called crème brûlée is from the 1691 edition of the French cookbook, “Le Cuisinier Royal et Bourgeois” by Francois Massialot, a cook at the Palace of Versailles. Join us as we prepare this historical dessert.

North Campus 9:00AM–12:00PM	YCD-341-1450 S	\$59 2/10/18	1 Session Nardello
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EAT TO LIVE—ANTI-AGING POWER FOODS

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

North Campus 6:30PM–8:30PM	YEB-166-1450 M	\$39 4/2/18	1 Session Heineman
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FRENCH MACARONS

Colorful macarons will delight your family and friends. In this hands on class you will learn the techniques to make these delicate and beautiful confections. Bring an apron and a container to take your macarons home.

Ft. Couch Middle 6:30PM–9:30PM	YCD-995-1550 M	\$59 5/14/18	1 Session Crouse
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Boyce Campus 6:30PM–9:30PM	YCD-995-1280 M	\$59 3/12/18	1 Session Crouse
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NEW! FRESH FRUIT TARTS

Learn how to create a classic dessert utilizing fresh and seasonal fruit. We'll have fun learning how to make sweet tart shells, pastry cream, and how to beautifully arrange fruit, that will be sure to impress your friends and family. Bring an apron, rolling pin, pairing knife and container to take home your Fruit Tart.

Boyce Campus 6:30PM–9:30PM	YCD-802-1280 M	\$59 4/9/18	1 Session Crouse
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Ft. Couch Middle 6:30PM–9:30PM	YCD-802-1550 R	\$59 3/15/18	1 Session Crouse
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FRIDAY EVENING SUPPER CLUB

Enjoy a casual, comfortable outing, meet new, quality friends of all ages and enjoy food at some of Pittsburgh's most popular restaurants. The staff will select the restaurant to visit the first night, but the following visits will be determined by popular vote from our group. Students pay for their own meals. This class meets every other week and will meet Feb. 23, March 9, March 23 and April 6.

Boyce Campus 7:00PM–9:00PM	YEB-062-1280 F	\$39 2/23/18	4 Sessions Guercio
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GNOCCHI, GNOCCHI, GNOCCHI

This class will help participants make the perfect gnocchi, starting with the traditional potato gnocchi and including ricotta-based gnocchi. Participants will learn techniques to use at home to impress family and friends. Please bring an apron to this fun, hands-on class.

Canon McMilan HS 6:30PM–9:30PM	YCD-625-1594 M	\$59 4/16/18	1 Session Faculty
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North Campus 9:30AM–12:30PM	YCD-625-1450 S	\$59 3/3/18	1 Session Faculty
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GREAT WINES FOR UNDER \$15

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

Allegheny Campus **YCD-024-1210** **\$59** **1 Session**
6:30PM–9:30PM W 3/14/18 Foote

West Hills Center **YCD-024-1290** **\$59** **1 Session**
6:30PM–9:30PM W 3/21/18 Foote

HERBS FOR COOKING

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

Allegheny Campus **YCI-067-1210** **\$59** **1 Session**
6:30PM–9:30PM W 3/28/18 McInerney

Boyce Campus **YCI-067-1280** **\$39** **1 Session**
6:30PM–9:30PM W 3/21/18 McInerney

ITALIAN BISCOTTI WORKSHOP

Italian biscotti are light, crunchy, full of flavor, and low in fat. While the tradition of enjoying biscotti goes back hundreds of years in Italy, these wonderful cookies have only recently become popular here. Learn from a pastry chef to make a wonderful array of these lovely treats including regina (with toasted sesame), anisette toast, quaresimali (covered with almonds and flavored with honey), chocolate biscotti and more. Materials are included in the cost of the course. Recipes may vary by location.

Canon McMillan HS **YCD-117-1594** **\$59** **1 Session**
6:30PM–9:30PM W 3/7/18 Faculty

North Campus **YCD-117-1450** **\$59** **1 Session**
9:00AM–12:00PM S 3/10/18 Hochendoner

NUT ROLLS

Come learn how to make delicious nut rolls this holiday. Use various fillings to make a variety of mouth-watering treats. Bring an apron and rolling pin to class.

Ft. Couch Middle **YCD-081-1550** **\$59** **1 Session**
6:30PM–9:30PM M 4/9/18 Palmieri

PASTA FROM SCRATCH

Remember the difference between a store bought tomato and one fresh picked from the garden? There is no comparison when it comes to pasta out of the box versus fresh pasta made from scratch. So roll up those sleeves, put on an apron and join the class for this fun, highly interactive one-night workshop. Students will make basic egg pasta by mixing, kneading and generally getting up to their elbows in flour—no food processors here. This class will use a hand crank pasta machine and students will talk about variations in flavor and pasta type, a bit about sauces and most importantly, enjoy the fruits of their labor. Please note that those with a pasta machine should bring it to class.

North Campus **YCD-096-1450** **\$59** **1 Session**
9:00AM–12:00PM S 3/24/18 Faculty

PIEROGIES WORKSHOP

Learn how to make the favorite kinds of pierogies. Students will be given recipes, instruction in rolling dough, pinching, cooking and finally tasting. Bring a rolling pin and an apron.

Boyce Campus **YCD-219-1280** **\$59** **1 Session**
6:00PM–10:00PM F 2/23/18 Palmieri

Canon McMillan HS **YCD-219-1594** **\$59** **1 Session**
6:30PM–9:30PM M 4/9/18 Faculty

Ft. Couch Middle **YCD-219-1550** **\$59** **1 Session**
6:30PM–9:30PM M 3/19/18 Palmieri

North Campus **YCD-219-1450** **\$59** **1 Session**
9:30AM–12:30PM S 2/17/18 Heineman

SARRIS—THE CHOCOLATE EXPERIENCE

Visit Sarris Chocolate Factory with us and explore what goes into the process of candy making and enjoy an ice cream sundae in their old-fashioned ice cream parlor to finish. This class will meet at the Sarris Factory: 511 Adams Ave, Canonsburg, PA 15317.

Sarris Factory **YCD-983-1530** **\$20** **1 Session**
9:00AM–11:00AM M 3/12/18 Faculty

NEW! SWEET CONFECTIONS: MARSHMALLOW, CARAMEL CORN, & LOLLIPOPS

Learn how to create these fun treats that are perfect for gift giving, any time of the year. We will learn the basics of sugar and confectionery work, and how to make these delicious candies. Bring an apron and container to take home your creations.

Boyce Campus **YCD-803-1280** **\$59** **1 Session**
6:30PM–9:30PM R 3/8/18 Crouse

Ft. Couch Middle **YCD-803-1550** **\$59** **1 Session**
6:30PM–9:30PM M 4/16/18 Crouse

NEW! TEA FOR GOOD HEALTH

Come learn about the health benefits of drinking tea. Come prepared to taste test a variety of teas, including herbal teas, and the best health benefits and remedies to problems like an upset stomach, insomnia and more.

North Campus **YEB-332-1450** **\$39** **1 Session**
 6:30PM–8:30PM W 3/14/18 Heineman

THE FUNDAMENTALS OF PLANT-BASED NUTRITION

Learn the principles of a whole foods plant-based diet. Study carbohydrates, protein, fat, antioxidants, vitamins and minerals and how they work in the body. Discover plant-based sources of calcium, iron and other key nutrients. Create a nutritionally balanced meal plan.

Allegheny Campus **YEB-248-1210** **\$59** **6 Sessions**
 6:30PM–9:30PM T 2/20/18 Balthasr

WINE APPRECIATION WITH HENRY BLOCK

Each spring the wine course deals with Burgundy style wines. This includes wines made from either Chardonnay or Pinot Noir grapes. The focus will be primarily on wines from the Burgundy region of France but will also include wines made with Pinot Noir from the west coast of the United States. Prerequisite: Introductory wine appreciation course or equivalent. Students must be at least 21 years old to attend. Cost includes wine tasting samples.

Allegheny Campus **YCD-021-1210** **\$219** **9 Sessions**
 7:00PM–9:00PM T 2/20/18 Block

GENERAL INTEREST

AMATEUR ASTRONOMY—UNDERSTANDING & OBSERVING THE NIGHT SKY

Explore the scope of the universe, immense distances, stargazing equipment, the solar system, deep space, seasons and constellations. The grand finale will be ‘in the field,’ an actual observation of the night sky using various types of telescopes.

Allegheny Campus **YAF-802-1210** **\$119** **6 Sessions**
 6:30PM–9:30PM F 4/20/18 McGuirk

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

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

North Campus **YBE-021-1450** **\$39** **1 Session**
 9:00AM–11:30AM S 3/10/18 Foley

BRIDGE 1

Learn the basic bids of the Standard American five-card major bidding system. Topics covered: no trump bids, responses, the convenient minor, take-out-doubles, the overall, and scoring. Each class includes time for students to play hands. Suggested textbook is “Bridge Basics 1: An Introduction” by Audrey Grant.

Canon McMillan HS **YBD-005-1594** **\$79** **7 Sessions**
 6:30PM–8:30PM M 3/12/18 Biddle

South Campus **YBD-005-1540** **\$79** **7 Sessions**
 1:00PM–3:00PM T 3/20/18 Caplan

NEW! CITIZEN SCIENCE—BIRDING

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

Allegheny Campus **YCA-518-1210** **\$39** **1 Session**
 4:00PM–7:00PM S 2/17/18 Reznik

South Campus **YCA-518-1540** **\$39** **1 Session**
 4:00PM–7:00PM F 2/16/18 Reznik

NEW! DO YOUR DAUGHTER’S DO

Trying to manage your daughter’s hairstyle in the morning can be difficult. Learn some tips and techniques to create simple hairstyles without fuss and tears. Bring your daughter for no additional charge and hands-on practice.

Allegheny Campus **YEB-322-1210** **\$39** **1 Session**
 1:00PM–4:00PM S 2/24/18 Foote

West Hills Center **YEB-322-1290** **\$39** **1 Session**
 1:00PM–4:00PM S 3/10/18 Foote

PLUS 50 INITIATIVE

Completing a degree or certificate is the key to opening new doors. Going back to school and earning your college degree or certificate in health care, education, and social services paves the way to opportunities for new jobs and career advancement. Earning a degree or certificate is easier than ever. If you are thinking about getting your degree or certificate, you won’t be starting at square one. Under the Plus 50 Encore Completion Program, adult students can gain credits for past education and work experience. It is a great time to come back. As the economy recovers, getting your degree or certificate can help increase your earning potential. The Plus 50 Encore Completion Program offers courses tailored to your needs, making it easier than ever to finish what you started. For more information, email plus50@ccac.edu or call 412.237.2723.

FOUR PILLARS OF PERSONAL SAFETY

Personal Safety Alliance’s training will provide individuals with the knowledge and skills needed to effectively protect themselves in uncertain environments. Learn to stay situationally aware, acquire strategies to distinguish dangerous behaviors of predators, master techniques to diminish victimization and more.

Ft. Couch Middle **YEB-956-1550** **\$59** **1 Session**
 6:00PM–7:30PM M 3/19/18 Salermo

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).

Allegheny Campus **YGA-048-1210** **\$69** **6 Sessions**
 6:30PM–9:30PM W 2/21/18 Ross

Braddock Hills Center **YGA-048-1230** **\$69** **6 Sessions**
 6:30PM–8:30PM W 2/21/18 Ross

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**
 12:30PM–3:00PM S 3/24/18 Troup

North Campus **YAI-088-1450** **\$39** **1 Session**
 9:00AM–11:30AM S 2/24/18 Troup

South Campus **YAI-088-1540** **\$39** **1 Session**
 1:00PM–3:30PM S 4/7/18 Howley

INTRODUCTION TO SUAS—DRONES

Both hobbyists and those wishing to enhance their business (commercial users) will be introduced to several small Unmanned Aerial Systems (sUAS). If you are just curious about drones or are interested in expanding your business and reducing costs proven with uses in construction, agriculture, advertising, real estate, insurance, public safety, media and photography, allow CCAC to introduce you to this new exciting technology. Price includes small drone. A short overview of FAA rules will be covered.

Allegheny Campus **YBE-500-4001** **\$499** **6 Sessions**
 6:00PM–9:00PM TR 3/6/18 Faculty

INTRODUCTION TO UNMANNED AIRCRAFT SYSTEMS

This course is an introduction to the regulations of flying drones. An introduction to the fundamentals of unmanned aircraft systems (under 55 pounds) and their role in the field of aviation. This course will cover current commercial regulations, the national airspace system, weather, loading and performance and operations in accordance with the FAA Airmen Certification Standards (ACS). At the completion of this course students will be prepared to take the FAA aeronautical test to become certified remote small aircraft systems pilots.

South Campus **YBE-502-4001** **\$452.50**
 6:00PM–7:30PM MW 1/29/18 Faculty

NEW! MARKETING THE PRESIDENCY

Enjoy this visual presentation of approximately 300 presidential artifacts from a private collection. The audience will experience a journey through the unusual ways that presidential candidates have marketed themselves to the public in their quest for election. A particular focus will be on items distributed in Western Pennsylvania.

Allegheny Campus **YCA-515-1210** **\$29** **1 Session**
 6:30PM–8:00PM T 3/13/18 Faculty

NEW! PITTSBURGH ARCHITECTURE & SUSTAINABILITY

With the increased interest in sustainability measures and proximity to high-ranking universities, Pittsburgh is a city that has numerous advantages for those curious about architecture and repurposed materials. In this course, the student will be encouraged to seek out both technologically advanced and everyday examples of architecture and sustainability. A brief overview of modern architecture and its antecedents will be covered. The course will serve as a starting point for students interested in the built environment.

Allegheny Campus **YCA-516-1210** **\$69** **8 Sessions**
 6:30PM–9:00PM W 2/21/18 Faculty

NEW! SUDOKU WORKSHOP

Learn and share techniques for solving Sudoku puzzles. Students will practice easy, intermediate and difficult puzzles. We will learn to get through them together!

Allegheny Campus **YEB-324-1210** **\$39** **1 Session**
 9:00AM–12:00PM S 2/24/18 Foote

West Hills Center **YEB-324-1290** **\$39** **1 Session**
 9:00AM–12:00PM S 3/10/18 Foote

HEALTH

BETTER CHOICES, BETTER HEALTH

Put more life back in your life! If you are an adult with a chronic illness or are a caregiver of someone who has a health condition you can participate in the “Better Choices, Better Health” program. This free six-week series of workshops, developed by Stanford University, will help you learn strategies to manage your symptoms and improved your quality of life. Classes will be held throughout Allegheny County. Please visit www.alleghenybetterhealth.org or call 412.237.6582 to learn more about the program.

NEW! CLEAN EATING

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

Allegheny Campus 6:30PM–8:30PM	YEB-331-1210 R	\$39 3/22/18	1 Session Heineman
North Campus 6:30PM–8:30PM	YEB-331-1450 R	\$39 4/5/18	1 Session Heineman

EAT TO LIVE—ANTI-AGING POWER FOODS

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

North Campus 6:30PM–8:30PM	YEB-166-1450 M	\$39 4/2/18	1 Session Heineman
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GET A NEW HEALTHIER YOU!

Spring is an ideal time to get smart and get a new you through healthy detoxification and whole food nutrition. In this class you will learn 10 things that might be making you toxic, five ways to know when it is time to cleanse and 10 easy ways to detoxify your body and feel better. Students will receive information on a supervised detoxification program and learn how to make a few simple cleansing recipes that you can include in your daily routine. Handouts will be provided to all students.

North Campus 6:30PM–8:30PM	YEB-158-1450 W	\$39 4/11/18	1 Session Heineman
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INFLAMMATION—HOW TO CONTROL IT NATURALLY

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

North Campus 12:30PM–3:30PM	YEB-281-1450 S	\$39 3/3/18	1 Session Heineman
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HOSPICE VOLUNTEER WORKSHOP

In this workshop, students will learn from an experienced staff of caregivers how to comfort and assist patients and their families as they confront end-of-life issues and challenges. Upon finishing this workshop, each participant will receive a certificate of attendance from CCAC. In addition, individuals can be certified to fulfill a variety of volunteer roles within the hospice family. Complimentary breakfast and lunch will be provided daily in daytime programs.

Allegheny Campus 9:00AM–4:00PM	YCA-300-1210 S	\$10 4/14/18	1 Session Faculty
North Campus 9:00AM–4:00PM	YCA-300-1450 FS	\$10 3/9/18	2 Sessions Faculty
South Campus 9:00AM–4:00PM	YCA-300-1540 F	\$10 3/16/18	1 Session Faculty

SUGAR WORKSHOP

Every day we hear about the adverse effects of sugar and how we should eliminate or reduce it in our diets. Come learn healthful ways you can reduce your intake of sugar. With the information learned in this workshop, you will be able to make better, chemical free choices and still satisfy your sweet tooth.

Allegheny Campus 6:30PM–8:30PM	YEB-152-1210 R	\$39 3/15/18	1 Session Heineman
North Campus 6:30PM–8:30PM	YEB-152-1450 M	\$39 3/19/18	1 Session Heineman

NEW! TEA FOR GOOD HEALTH

Come learn about the health benefits of drinking tea. Come prepared to taste test a variety of teas, including herbal teas, and the best health benefits and remedies to problems like an upset stomach, insomnia and more.

North Campus 6:30PM–8:30PM	YEB-332-1450 W	\$39 3/14/18	1 Session Heineman
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"FOR YOUR HEALTH" SERIES SPONSORED BY PASSAVANT HOSPITAL FOUNDATION

Passavant Hospital Foundation partners with CCAC North Campus to provide a wide variety of health and wellness education programs free to the public. The courses below feature speakers who are top-notch physicians, clinicians and researchers providing up-to-date medical information in layperson's terms. The sessions are interactive with time for questions and answers. A Certificate of Attendance for 2.0 hours is awarded for these seminars. UPMC Passavant is a hospital accredited by The Joint Commission and an approved provider for continuing education requirements for professional nurses. Registration is required. Call 412.788.7546 to register.

POSTOPERATIVE PAIN MANAGEMENT: EXPLAINS WHY REGIONAL ANESTHESIA SHOULD BE PART OF YOUR PAIN MANAGEMENT TREATMENT PLAN AFTER SURGERY

Charles B Luke, M.D., MBA, FASAM, Anesthesiologist and Addiction Medicine Specialist, fellowship-trained in acute pain medicine and regional anesthesia, Site Chief of Acute Pain Service at Passavant hospital and Co-director of the Acute Pain Service Division (5 hospitals and 3 outpatient centers) for UPMC, will present *Postoperative Pain Management: Explains Why Regional Anesthesia should be part of your post surgical treatment plan*. Dr. Luke and colleagues will discuss the reasons for the 'multimodal approach' of acute pain care, including medication management and interventional options with regional anesthesia, including an overview of upper/lower extremity, chest wall and truncal blocks. Please join us for this interactive presentation during which you can have your postoperative pain questions addressed by a panel of speakers.

Speakers: **Charles B Luke**, M.D., MBA, FASAM
Michael Pagnotto, M.D., Orthopedic Surgeon, Hip and Knee Specialist, Tri-State Orthopaedics & Sports Medicine
Denise Ludwig, RN, Acute Pain Service Charge Nurse
Lisa Boelcke, RN, Acute Pain Service Nurse,
UPMC Passavant

CCAC North Campus **YEB-989-1450** **FREE**
Tuesday, March 20 6:30PM-8:30PM

COMMON PROBLEMS OF THE FOOT AND ANKLE: DIAGNOSIS AND TREATMENT

Please join Christopher T. Edwards, M.D., foot and ankle orthopedic surgeon with Tri Rivers Musculoskeletal Centers, to learn about *Common Problems of the Foot and Ankle: Diagnosis and Treatment*. Dr. Edwards will discuss and answer questions about plantar fasciitis, foot and ankle arthritis, bunions, hammertoes and neuromas. Learn about both conservative and surgical treatment options for your foot and ankle concerns.

Speaker: **Christopher T. Edwards**, M.D., Tri Rivers Musculoskeletal Centers

CCAC North Campus **YEB-990-1450** **FREE**
Tuesday, April 17 6:30PM-8:30PM

DIABETES 101

A lecture presented by the Programmatic Nurse Specialist in Diabetes from UPMC Passavant. The lecture will include facts about diabetes, high risk groups, classification of type 1 & type 2 diabetes, diagnostic testing used to diagnose diabetes, complications associated with uncontrolled diabetes & the American Diabetes Association standards of care for individuals with diabetes. There will be an opportunity for open discussion and questions at the end of the program.

Speaker: **Kelley A. Szalc**, MSN, RN, CDE, UPMC Passavant

CCAC North Campus **YEB-991-1450** **FREE**
Tuesday, May 15 6:30PM-8:30PM

Passavant Hospital Foundation advances the health and wellness for ALL in our community:

- Providing facilities, technology and equipment at our hospital to support excellence in patient care
- Presenting free health education seminars for everyone in the community
- Offering support groups for families affected by a loved one's addiction
- Forming community partnerships for greater impact on health concerns that affect us all

Learn more at PassavantHospitalFoundation.org.

Sponsored in Partnership with UPMC



PASSAVANT HOSPITAL
FOUNDATION



**FREE
HEALTHCARE TRAINING
SERIOUSLY—IT'S FREE**

SEE IF YOU QUALIFY
AT CCAC.EDU/PATHWAY

CCAC PROUDLY FUNDED BY **HPOG**
OFFICE OF FAMILY ASSISTANCE

HEALTH PROFESSION OPPORTUNITY GRANT

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 new 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. Please contact 724.325.6881 for more information. Grant 90FX0038

HIKING/WALKING

NEW! CITIZEN SCIENCE—BIRDING

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

Allegheny Campus 4:00PM–7:00PM	YCA-518-1210 S	\$39 2/17/18	1 Session Reznik
South Campus 4:00PM–7:00PM	YCA-518-1540 F	\$39 2/16/18	1 Session Reznik

NEW! HERB WALK

Enjoy an easy walking tour to identify and define the uses of many interesting plants that easily grow in the Pittsburgh area. Class meets at the North Park Boat House parking lot. Participants are encouraged to wear appropriate shoes, as there will be wet/muddy spots. In the event of rain, class will be canceled and an alternative date will be chosen.

North Park Boat House 9:00AM–11:30AM	YEB-317-1412 S	\$39 4/28/18	1 Session Heineman
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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 3/4/18	8 Sessions Lakari
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LEISURELY STROLL BRUNCH

Let's stroll along some of the Pittsburgh neighborhoods and have brunch together. We will take our time walking through the various neighborhoods and enjoy a great brunch. This class meets every other week and will meet March 11, March 25, April 8 and April 22.

Allegheny Campus 10:00AM–12:00PM	YCD-928-1210 U	\$49 3/11/18	4 Sessions Guercio
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WALKING HISTORICAL NORTHSIDE

Join us as we walk the historically rich North Side streets. Each week we'll look at the architectural gems—old and new—of the former “City of Allegheny” including Allegheny West, Deutchtown, Manchester, the Mexican War streets, Allegheny Center and the North Shore. Suggestion: wear walking shoes and bring bottled water. Class will be canceled in event of heavy rain. First class meets at the Allegheny Campus Gym Lobby.

Allegheny Campus 1:00PM–2:30PM	YFA-230-1210 U	\$69 4/8/18	5 Sessions Steele
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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. Instructor will contact students regarding first class location. This class meets every other week and will meet March 10, March 24, April 7 and April 21.

Allegheny Campus 9:00AM–11:00AM	YCD-940-1210 S	\$59 3/10/18	4 Sessions Guercio
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WALKING LUNCH TOURS

There are many interesting and fun neighborhoods in the Pittsburgh area. In this course students will explore one of four neighborhoods each week. We will have lunch at one of the local restaurants. After lunch we will walk through the neighborhood and visit the local landmarks, stores and learn facts and folklore about each area. This class meets every other week and will meet March 10, March 24, April 7 and April 21.

Allegheny Campus 12:00PM–2:00PM	YCD-939-1210 S	\$59 3/10/18	4 Sessions Guercio
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HISTORY**AMERICAN HISTORY**

This class will provide an introduction and overview of American history. From the late Colonial era until the end of the Cold War.

North Campus 6:30PM–8:30PM	YCA-507-1450 T	\$89 4/17/18	6 Sessions Puglisi
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South Campus 6:30PM–8:30PM	YCA-507-1540 W	\$89 4/18/18	6 Sessions Puglisi
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NEW! AMERICAN REVOLUTION & CONSTITUTION

The era of the American Revolution, 1770-1790, as seen through the stories of twelve lives: patriots and loyalists, soldiers and civilians, Native and African Americans, and men and women. This is not the 'history book' version of the founding of our country, all about powdered wigs, Yankee Doodle, and crossing the Delaware—it's the tale of a messy, dangerous, inspiring and decisive era through the eyes of people, both great and ordinary.

Allegheny Campus 6:00PM–8:00PM	YCA-510-1210 M	\$89 2/12/18	6 Sessions Faculty
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BUDDHISM—VIEW & PRACTICE

Learn about core Buddhist teachings and how to implement them in our daily lives. We will focus on developing qualities such as compassion, joy, wisdom and equanimity, and how to use them to stabilize our emotions and transform our lives. We will also learn meditation techniques to calm and center the mind, and explore how we can integrate this increased serenity and awareness.

Allegheny Campus 9:00AM–12:00PM	YEB-088-1210 S	\$39 3/17/18	1 Session Crivello
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NEW! CONNECTING ANCESTRY DNA TESTING TO FAMILY TREES

Genetic genealogy has grown in popularity over the past several years. Specifically, the Ancestry DNA test will soon have a database of more than 5,000,000 testers, making it a valuable tool for genealogy research. Learn to connect Ancestry DNA tests to your family tree research.

North Campus 7:00PM–9:00PM	YCA-230-1451 R	\$59 3/15/18	5 Sessions Jones
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NEW! EASTERN EUROPEAN HISTORY FOR GENEALOGY ENTHUSIASTS

This condensed but entertaining course will refresh your knowledge of your ancestry, present an outline of historical events that changed Eastern Europe in the 15–21st centuries and influenced immigration of Eastern Europeans to North America. Genealogical research resources will give students tools for future independent research.

North Campus 7:00PM–9:00PM	YCA-227-1450 M	\$119 3/15/18	8 Sessions Lassowsky
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NEW! EASTERN RELIGIONS

Explore the major religions and philosophies of Asia, with focus on the history, beliefs and practices. The course will cover the traditions of Hinduism, Buddhism, Confucianism, Jainism and Sikhism.

Allegheny Campus 6:30PM–9:30PM	YCA-512-1210 R	\$49 2/15/18	3 Sessions Moulos
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Allegheny Campus 6:30PM–9:30PM	YCA-512-1211 T	\$49 3/13/18	3 Sessions Moulos
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NEW! INTRODUCTION TO CHRISTIANITY

Explore the history of the Christian tradition and the basic beliefs and practices of modern day Christians.

Allegheny Campus 6:30PM–8:30PM	YCA-514-1210 R	\$39 4/5/18	2 Sessions Moulos
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Allegheny Campus 6:30PM–8:30PM	YCA-514-1211 T	\$39 4/17/18	2 Sessions Moulos
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NEW! INTRODUCTION TO ISLAM

This course explores the history of Islam, as well as the beliefs and practices of current practitioners around the world.

Allegheny Campus 6:30PM–8:30PM	YCA-513-1210 T	\$39 4/3/18	2 Sessions Moulos
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Allegheny Campus 6:30PM–8:30PM	YCA-513-1211 R	\$39 4/19/18	2 Sessions Moulos
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NEW! JESUS IN LIFE & HISTORY

Take a journey through key questions about Jesus, such as what was the point of His teachings, why was He killed, where did the ‘church’ come from and how could it possibly matter to my life today?

South Campus	YCA-517-1540	\$49	6 Sessions
6:00PM–7:00PM	R	2/22/18	Doerfler

NEW! JUDAISM, CHRISTIANITY, ISLAM

Explore the history, beliefs and practices of the three global Abrahamic faiths: Judaism, Christianity and Islam.

Allegheny Campus	YCA-511-1210	\$39	2 Sessions
6:30PM–9:30PM	R	2/13/18	Moulos

Allegheny Campus	YCA-511-1211	\$39	2 Sessions
6:30PM–9:30PM	T	3/15/18	Moulos

LIFE OF ABRAHAM LINCOLN

Examine the life of Abraham Lincoln, America’s greatest president. It will begin with the early development of his unique character and continue with his life as an Illinois lawyer/politician. The course will then proceed to his leadership during the American Civil War.

North Campus	YCA-097-1450	\$89	6 Sessions
6:30PM–8:30PM	T	3/6/18	Puglisi

South Campus	YCA-097-1540	\$89	6 Sessions
6:30PM–8:30PM	W	2/28/18	Puglisi

PITTSBURGH PIRATES BASEBALL

Freelance sportswriter Greg Spalding will help you explore Pittsburgh Pirates baseball in culture, literature and history as we discuss the best teams, players, managers, announcers and fans in the Buccos 100+ history. During the class, we will read several books about the team, explore the rich history of the World Series champions, All-Star players, All-Star Games in Pittsburgh, MVPs, Hall of Famers, batting champions and Cy Young winners. We will also discuss how the Buccos broke the barriers for the Latino ballplayers to play in the major leagues. You will have a chance to view famous memorabilia from the past and present, participate in trivia contests and win prizes and even get some giveaways. The class will be entertaining, interactive and informative and is one a Pirate fan will not want to miss.

Boyce Campus	YCA-099-1280	\$49	4 Sessions
6:30PM–9:30PM	W	3/28/17	Spalding

HOME & GARDEN

CLEAR YOUR PAPER CLUTTER

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

Canon McMillan HS	YCE-082-1594	\$39	1 Session
6:30PM–9:30PM	M	3/19/18	Faculty

West Hills Center	YCE-082-1290	\$39	1 Session
6:30PM–9:30PM	W	2/21/18	Clear

ELECTRICAL DIY BASICS FOR HOMEOWNERS

Learn how to replace wall switches and receptacles safely, inspect your service panel, repair light fixtures and perform small electrical wiring projects. Within 24 hours of instruction, several hands-on projects and industry tips and techniques, students should graduate with the confidence to tackle most basic home electrical wiring and maintenance projects. Even if you hire a professional, you will learn the fundamentals of electrical wiring to ensure that the job is done correctly and at a fair price. Supplies are included in the cost of the course.

Allegheny Campus	YCE-603-1210	\$189	7 Sessions
9:30AM–12:30PM	S	2/17/18	See

GETTING ORGANIZED

Are you having trouble getting organized in your home, with your time, with your paperwork? Are you overwhelmed and tired of looking at clutter when you enter your home? Get tips and motivate you to get organized once and for all.

South Campus	YCE-062-1540	\$49	2 Sessions
6:30PM–8:30PM	R	3/8/18	Faculty

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.

North Campus	YCE-103-1450	\$39	1 Session
7:00PM–9:00PM	W	3/14/18	Boehm

West Hills Center	YCE-103-1290	\$39	1 Session
7:00PM–9:00PM	W	3/28/18	Boehm

HOME IMPROVEMENT BASICS—DO IT YOURSELF

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

Allegheny Campus	YCE-091-1210	\$109	8 Sessions
1:00PM–3:30PM	S	2/17/18	See

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.

Ft. Couch Middle	YCE-001-1550	\$99	6 Sessions
6:30PM–9:30PM	R	3/1/18	Soccio
North Campus	YCE-001-1450	\$99	6 Sessions
6:30PM–9:30PM	T	3/6/18	Pellegrino
South Campus	YCE-001-1540	\$99	6 Sessions
6:30PM–9:30PM	W	3/7/18	Soccio

PLUMBING—DIY BASICS

Avoid those expensive house calls. Learn basic plumbing skills needed to maintain and make minor repairs to home fixtures such as sinks, bathtubs, toilets, showers, etc. Course includes lecture and demonstrations, use of proper tools and opportunities for hands-on practice.

West Hills Center	YCE-071-1290	\$129	8 Sessions
6:30PM–9:00PM	R	3/8/18	Dierolf
West Hills Center	YCE-071-1291	\$99	6 Sessions
6:30PM–9:00PM	R	3/8/18	Dierolf

PREPARING YOUR HOME FOR THE MARKET

If you're thinking of selling your home, and you're not sure how to prepare your home for market, this class is designed for you. We'll discuss which improvements carry the most value, the benefits of staging and how to avoid the pitfalls of over-improving your home.

Allegheny Campus	YCE-094-1210	\$39	1 Session
6:30PM–8:30PM	T	3/6/18	Boehm
North Campus	YCE-094-1450	\$39	1 Session
6:30PM–8:30PM	W	4/4/18	Criss

SELL YOUR HOUSE FOR TOP DOLLAR

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

Allegheny Campus	YCE-044-1210	\$39	1 Session
6:30PM–8:30PM	T	3/13/18	Boehm
Canon McMillan HS	YCE-044-1594	\$39	1 Session
6:30PM–8:30PM	M	3/19/18	Stephan
Ft. Couch Middle	YCE-044-1550	\$39	1 Session
6:30PM–8:30PM	M	4/9/18	Stephan
North Campus	YCE-044-1450	\$39	1 Session
6:30PM–8:30PM	W	3/7/18	Criss
South Campus	YCE-044-1540	\$39	1 Session
6:30PM–8:30PM	T	3/20/18	Stephan

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 to get a home on the market!

Allegheny Campus	YCE-065-1210	\$39	1 Session
6:30PM–8:30PM	R	2/22/18	Eisner

UPHOLSTERY

Students will learn measuring, sewing and padding techniques needed to recondition and recover furniture. By the end of the course students should have completed one or more simple projects. Bring a project piece to first class. Materials are extra and will be discussed.

Canon McMillan HS	YCE-005-1594	\$119	8 Sessions
6:30PM–9:30PM	M	2/26/18	Pastorok
North Campus	YCE-005-1450	\$119	8 Sessions
6:00PM–9:00PM	M	2/19/18	Prady

GARDEN

ABCs OF GARDENING

How does your garden grow? Are you tired of the way it looks? With the ABCs of gardening, you will be able to rehabilitate your yard with a few simple steps. Students should bring a photo of their yard to class. Students will learn: 1. Soil analysis: amendments/fertilizers. 2. Site analysis: what to keep and what not to keep. 3. Plant selection: choosing the proper plant for your yard. 4. Maintaining your new yard: water, pruning, protection.

North Campus 6:30PM–9:30PM	YCI-050-1450 T	\$39 4/10/18	1 Session Petrus
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CONTAINER GARDENS

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

Allegheny Campus 6:30PM–9:30PM	YCI-137-1210 W	\$39 4/4/18	1 Session McInerney
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CRITTER PROOF YOUR LANDSCAPE

A beautiful flower and shrub garden landscape is worth the wait. Unfortunately, deer, insects and other critters large and small enjoy them as well. Learn what spring choices are critter proof and methods to protect the ones that are not. Now is the time to plant your treasures.

North Campus 6:30PM–9:30PM	YCI-031-1450 T	\$39 3/20/18	1 Session Petrus
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NEW! DIAGNOSING & TREATING DISEASE IN YOUR LANDSCAPE

How do I know if my landscape has a disease? No matter how attentive you are with the care of your lawn, trees and shrubs, disease can surface. Learn what factors lead to disease and how to diagnose and treat disease on your landscape.

South Campus 12:00PM–1:30PM	YCI-604-1540 S	\$29 3/10/18	1 Session McInerney
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EDIBLE LANDSCAPING

In this three-hour workshop you will learn how you can create beauty around your home; grow delicious, healthful produce and save money and natural resources all at the same time by landscaping with edible plants. The course provides information for planning, executing and maintaining the ornamental edible landscape.

North Campus 11:00AM–1:00PM	YCI-021-1450 S	\$39 3/3/18	1 Session Petrus
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GARDENING—BACK TO BASICS

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

South Campus 1:00PM–4:00PM	YCI-207-1540 R	\$59 3/8/18	4 Sessions Parsons
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NEW! GROWING SUCCULENTS

Learn how to create the right conditions for growing succulents in your landscape, office or home. Whether they are in the ground or in a pot, succulents add texture and interest to the landscape or indoor environment. Choosing the proper plants for your setting along with proper planting, lighting and care are the keys to success.

South Campus 9:30AM–12:30PM	YCI-605-1540 S	\$39 3/24/18	1 Session Parsons
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HILLSIDE GARDENING

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

Allegheny Campus 6:30PM–9:30PM	YCI-231-1210 W	\$39 3/14/18	1 Session McInerney
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Boyce Campus 6:30PM–9:30PM	YCI-231-1280 W	\$39 3/7/18	1 Session McInerney
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Canon McMillan HS 6:30PM–9:30PM	YCI-231-1594 W	\$39 4/4/18	1 Session Barker
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South Campus 1:00PM–4:00PM	YCI-231-1540 R	\$39 4/19/18	1 Session McInerney
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HOME LANDSCAPING

This course shows the student how to make the most of your property and add some curb appeal to your house. Learn the basic elements of landscape design plus practical techniques to achieve distinctive outdoor surroundings. This course includes methods of site and use analysis, principles of design, construction and plant material.

Ft. Couch Middle 6:30PM–9:30PM	YCI-203-1550 M	\$69 4/9/18	3 Sessions Barker
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North Campus 6:30PM–9:30PM	YCI-203-1450 W	\$69 4/4/18	3 Sessions Petrus
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NEW! HOOP GARDENING—EXTEND YOUR SEASON

Hoop gardening will let you get a jump start on gardening in the spring or extend your season in the fall. In this hands-on class with CCAC’s own vegetable gardens, discover how easy it is to create a hoop garden and care for your produce. Class meets rain or shine!

Allegheny Campus 1:00PM–4:00PM	YCI-609-1210 U	\$39 3/4/18	1 Session Reznik
South Campus 1:00PM–4:00PM	YCI-609-1540 U	\$39 3/11/18	1 Session Reznik

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.

North Campus 6:30PM–9:30PM	YCI-036-1450 T	\$39 3/13/18	1 Session Petrus
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NEW! LANDSCAPING THE SMALL YARD

Do you have a small yard? Don’t be discouraged. Learn how to make the most of the space you have while transforming your yard into something that is both beautiful and functional.

Canon McMillan HS 6:30PM–9:30PM	YCI-603-1594 W	\$39 3/7/18	1 Session Barker
South Campus 9:30AM–12:30PM	YCI-603-1540 S	\$39 3/17/18	1 Session McInerney

NEW! NATIVE POLLINATORS IN YOUR LANDSCAPE

Help promote native pollinators to thrive in your home landscape. Discover why it is important to promote pollinators, tips for establishing a healthy pollinator habitat and pollinator-friendly practices and strategies.

Canon McMillan HS 6:30PM–8:30PM	YCI-606-1594 W	\$39 4/11/18	1 Session Barker
South Campus 10:00AM–12:00PM	YCI-606-1540 S	\$39 4/7/18	1 Session McInerney

PRUNING

This class provides information on why, when and how to prune. Can proper pruning decrease the need for pesticides? Come prepared to practice proper pruning techniques. Bring a pair of pruning shears with you to class.

Boycamp Campus 6:30PM–9:30PM	YCI-008-1280 T	\$39 3/27/18	1 Session McInerney
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THE PERFECT LAWN

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

Allegheny Campus 6:30PM–9:30PM	YCI-105-1210 T	\$39 3/20/18	1 Session McInerney
South Campus 1:00PM–4:00PM	YCI-105-1540 R	\$39 4/5/18	1 Session Parsons

VEGETABLE GARDENING

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

North Campus 6:30PM–9:30PM	YCI-133-1450 T	\$39 4/3/18	1 Session Petrus
South Campus 1:00PM–4:00PM	YCI-133-1540 R	\$39 3/1/18	1 Session Parsons

NEW! WILDFLOWERS IN THE LANDSCAPE

Is your package of wildflower seeds truly wildflowers or is it a mix of perennials? Wildflowers help to attract beneficial insects and birds. Once established in their preferred habitat, they will provide grace and elegance. Discover how to select true wildflowers, the pros and cons of planting wildflowers and the how-to of introducing wildflowers into your landscape.

Canon McMillan HS 7:00PM–8:30PM	YCI-607-1594 W	\$29 3/21/18	1 Session Barker
South Campus 10:00AM–11:30AM	YCI-607-1540 S	\$29 3/10/18	1 Session McInerney

LANGUAGES

LANGUAGES—LEVEL 1

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

ARABIC—LEVEL 1

Allegheny Campus 6:30PM–9:30PM	YAD-320-1210 W	\$149 2/28/18	8 Sessions Abdelwahab
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CHINESE—LEVEL 1

Allegheny Campus 6:30PM–9:30PM	YAD-330-1210 M	\$149 2/12/18	8 Sessions Zheng
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FRENCH—LEVEL 1

Allegheny Campus 9:00AM–12:00PM	YAD-350-1210 S	\$149 2/17/18	8 Sessions Irwin
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Boyce Campus 6:30PM–9:30PM	YAD-350-1280 R	\$149 2/15/18	8 Sessions Faculty
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Ft. Couch Middle 6:30PM–9:30PM	YAD-350-1550 R	\$149 2/22/18	8 Sessions Irwin
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South Campus 6:30PM–9:30PM	YAD-350-1540 T	\$149 2/13/18	8 Sessions Vaslavasky
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West Hills Center 6:30PM–9:30PM	YAD-350-1290 T	\$149 2/20/18	8 Sessions d'Ohio
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GERMAN—LEVEL 1

Allegheny Campus 6:30PM–9:30PM	YAD-360-1210 R	\$149 2/15/18	8 Sessions Frick
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ITALIAN—LEVEL 1

Allegheny Campus 6:30PM–9:30PM	YAD-370-1210 M	\$149 2/26/18	8 Sessions Bozzolla
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Boyce Campus 6:30PM–9:30PM	YAD-370-1280 W	\$149 2/21/18	8 Sessions Cosacco
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Canon McMillan HS 6:30PM–9:30PM	YAD-370-1594 W	\$149 2/21/18	8 Sessions Kaminski
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Ft. Couch Middle 6:30PM–9:30PM	YAD-370-1550 M	\$149 2/12/18	8 Sessions Kaminski
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North Campus 6:30PM–9:30PM	YAD-370-1450 T	\$149 2/20/18	8 Sessions Kaminski
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SPANISH—LEVEL 1

Allegheny Campus 6:30PM–9:30PM	YAD-380-1210 R	\$149 2/15/18	8 Sessions Silva
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Braddock Hills Center 6:30PM–9:30PM	YAD-380-1230 R	\$149 2/15/18	8 Sessions Schofield
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Boyce Campus 6:30PM–9:30PM	YAD-380-1280 W	\$149 2/14/18	8 Sessions Schofield
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Canon McMillan HS 6:30PM–9:30PM	YAD-380-1594 W	\$149 2/21/18	8 Sessions Faculty
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North Campus 6:30PM–9:30PM	YAD-380-1450 M	\$149 2/12/18	8 Sessions Aguirre- Hineman
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South Campus 7:00PM–9:30PM	YAD-380-1540 M	\$149 2/19/18	10 Sessions Brame
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West Hills Center 6:30PM–9:30PM	YAD-380-1290 W	\$149 2/21/18	8 Sessions Vayanos
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AMERICAN SIGN LANGUAGE—LEVEL 1

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

Allegheny Campus 6:30PM–9:00PM	YAD-250-1210 T	\$119 3/6/18	8 Sessions Wilson
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South Campus 6:30PM–9:00PM	YAD-250-1540 M	\$119 2/19/18	8 Sessions Wilson
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LANGUAGES—LEVEL 2

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

FRENCH—LEVEL 2

Allegheny Campus 1:00PM–4:00PM	YAD-351-1210 S	\$149 2/17/18	8 Sessions Irwin
Ft. Couch Middle 6:30PM–9:30PM	YAD-351-1550 M	\$149 2/12/18	8 Sessions Irwin
West Hills Center 6:30PM–9:30PM	YAD-351-1290 W	\$149 2/21/18	8 Sessions d’Ohio

GERMAN—LEVEL 2

Allegheny Campus 6:30PM–9:30PM	YAD-361-1210 W	\$149 2/14/18	8 Sessions Frick
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ITALIAN—LEVEL 2

Allegheny Campus 6:30PM–9:30PM	YAD-371-1210 T	\$149 2/27/18	8 Sessions Faculty
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SPANISH—LEVEL 2

Allegheny Campus 6:30PM–9:30PM	YAD-381-1210 T	\$149 2/13/18	8 Sessions Silva
Braddock Hills Center 6:30PM–9:30PM	YAD-381-1230 W	\$149 2/14/18	8 Sessions Schofield
Boyce Campus 6:30PM–9:30PM	YAD-381-1280 R	\$149 2/15/18	8 Sessions Palmieri

LANGUAGES—LEVEL 3

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

GERMAN—LEVEL 3

Allegheny Campus 6:30PM–9:30PM	YAD-362-1210 W	\$149 4/11/18	8 Sessions Frick
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SPANISH—LEVEL 3

Allegheny Campus 6:30PM–9:30PM	YAD-382-1210 F	\$149 2/16/18	8 Sessions Silva
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ESL—COMMUNICATING PROFESSIONALLY

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

Allegheny Campus 6:30PM–9:00PM	YAD-014-1210 W	\$79 4/4/18	5 Sessions Caye
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ESL—IMPROVE YOUR CONVERSATION SKILLS

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

North Campus 9:00AM–11:00AM	YAD-260-1450 T	\$79 2/6/18	5 Sessions Jeddi
South Campus 12:30PM–2:30PM	YAD-260-1540 S	\$69 4/7/18	4 Sessions Moulos

ESL FOR STUDENTS WHO ARE DEAF OR HARD-OF-HEARING

ESL learners who are Deaf or Hard-of-Hearing, including immigrants and individuals who use a cochlear implant: this new course is for you. Sharpen your English reading and writing skills for the workplace or for college in a positive and accessible environment specifically tailored to visual learners. Course topics will include reading strategies, essay writing, grammar, punctuation, idioms and vocabulary-building. This bilingual class will be taught through American Sign Language (ASL) and written English.

Allegheny Campus 6:00PM–9:00PM	YAD-777-1210 M	\$149 2/19/18	8 Sessions McDowell
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NEW! ESL FOR THE DEAF OR HARD-OF-HEARING—LEVEL 2

This course is for adult learners who are Deaf or Hard-of-Hearing and wish to further develop and practice their English writing and reading comprehension skills. This class builds on skills learned during the previous course in this sequence, *ESL for Students who are Deaf or Hard-of-Hearing*. This course will include learning new vocabulary, developing techniques for better reading comprehension, identifying and using verb tenses, formulating questions and answers, writing simple and compound sentences, using commas and understanding sentence mechanics. This bilingual class will be taught through American Sign Language (ASL) and written English.

Allegheny Campus 9:00AM–12:00PM	YAD-778-1210 S	\$149 2/17/18	7 Sessions McDowell
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ENGLISH AS A SECOND LANGUAGE 1

Students will take a conversational approach to learning English in this 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 2/15/18	8 Sessions Jeddi
North Campus 9:00AM–12:00PM	YAD-018-1450 M	\$149 2/5/18	8 Sessions Jeddi
South Campus 9:00AM–12:00PM	YAD-018-1540 S	\$139 3/10/18	7 Sessions Moulos

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 2/14/18	8 Sessions Jeddi
North Campus 9:00AM–12:00PM	YAD-112-1450 W	\$149 2/7/18	8 Sessions Jeddi

ESL—IMPROVING YOUR COMPREHENSION

Have you ever listened to a conversation in English and felt that you know all of the words, but their combination makes no sense? Students will focus on common English expressions that are most confusing to English as a Second Language students. We will examine and practice through reading, writing, and speaking activities the use of commonly used idioms, verbs, proverbs, acronyms and slang.

North Campus 9:00AM–12:00PM	YAD-015-1450 R	\$89 2/15/18	6 Sessions Rabin
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FRANCE & FRENCH FOR TOURISTS

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

Allegheny Campus 6:30PM–8:30PM	YAD-902-1210 T	\$149 4/10/18	8 Sessions Frick
Ft. Couch Middle 6:30PM–9:30PM	YAD-902-1550 M	\$89 4/23/18	5 Sessions Irwin

FRENCH REFRESHER FOR ADVANCED STUDENTS

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

Allegheny Campus 9:30AM–12:30PM	YAD-004-1210 S	\$149 2/17/18	8 Sessions Shuey
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NEW! LEARN ITALIAN IN FOUR EASY STEPS

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

Allegheny Campus 6:30PM–8:30PM	YAD-903-1210 R	\$99 3/15/18	8 Sessions Bozzolla
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NEW! TRAVELING TO THE SPANISH-SPEAKING WORLD

This course is designed for the person who is interested in traveling to or simply learning about the Spanish-speaking world. You will learn how to speak and understand Spanish relating to your travel needs, as well as the attractions, foods and traditions of these parts of the world. Vamos!

West Hills Center 6:00PM–9:00PM	YAD-311-1290 M	\$99 3/5/18	6 Sessions Vayanos
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NEW! UKRAINIAN LANGUAGE & CULTURE

A beginning course for those interested in planning a visit to the Ukraine or want to add basic language skills for everyday communication. Elements of the Ukrainian culture will be explored.

North Campus 7:00PM–9:00PM	YCA-228-1450 W	\$119 3/7/18	8 Sessions Lassowsky
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MIND & SPIRIT

NEW! ADDRESSING TRAUMA

Trauma can be defined by a wide range of experiences from abuse, illness, divorce, accidents, war, rape... listen and learn from a trauma expert the process of healing the body and mind. Come prepared to meditate, move a little and write.

Ft. Couch Middle **YEB-987-1550** **\$39** **1 Session**
 6:30PM–8:30PM M 3/12/18 Ferri

ANGELS IN WAITING

Students can learn how to open their heart to the angelic kingdom and experience the love and joy of being held in loving light. This class will demonstrate simple techniques to access divine beings so that they may assist participants in every aspect of their life.

North Campus **YEB-067-1450** **\$39** **1 Session**
 12:00PM–2:30PM S 2/17/18 Troup

CHAKRA BALANCING & AURA CLEANSING

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

North Campus **YEB-226-1450** **\$39** **1 Session**
 9:00AM–11:30AM S 2/17/18 Troup

CHAKRA MEDITATION

Your chakras are circular energy fields located at various points along your spine. There are seven major chakras, each playing a specific role in your life. Together your chakras form a system, which can serve as a map to balanced fulfillment. Each chakra will be covered in depth, including the higher functions, which occur when 'awakened' through meditation.

North Campus **YEB-127-1450** **\$39** **1 Session**
 6:30PM–8:30PM T 3/13/18 Heineman

CHANGE YOUR THOUGHTS CHANGE YOUR LIFE

Life changes when we change and by identifying the things that keep you stuck from moving on in life. It can be anything from wanting to get a new job or leave a bad relationship, wanting to move to a new city, stop letting people hurt or make you feel bad about yourself. Whatever it is, by changing the way you think and see things is the key to change.

South Campus **YEB-945-1540** **\$49** **5 Sessions**
 6:30PM–8:30PM W 3/28/18 Natali

CONNECTING WITH THE OTHER SIDE

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

North Campus **YEB-820-1450** **\$39** **1 Session**
 12:00PM–2:30PM S 3/17/18 Troup

CONTACTING YOUR SPIRIT GUIDES & ANGELS

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

North Campus **YEB-819-1450** **\$39** **1 Session**
 9:00AM–11:30AM S 3/17/18 Troup

NEW! CREATING A VISION BOARD

Visualization is one of the most powerful mind exercises you can do. One of the most common ways to keep the visualization in the forefront of your life is by creating a vision board to bring your vision to life. Join us as we discover why vision boards are so powerful and create our own board after practicing visioning exercises to bring the energy and motivation to your board. I will provide all of the supplies but you are encouraged to bring your own personal trinkets that you might want to include. This course will use lecture, exercises and hands-on creation of a vision board.

North Campus **YCA-603-1450** **\$39** **1 Session**
 7:00PM–9:00PM W 3/14/18 Rahenkamp

DEALING WITH TOXIC PERSONALITIES

Is there someone in your environment that makes you feel anxious or crazy? Does this person exhibit grandiosity, believe they are always right or constantly put people down and lack empathy? Join us to learn how to empower yourself in dealing with people who demonstrate these behaviors.

South Campus **YEB-704-1540** **\$39** **5 Sessions**
 6:30PM–7:30PM W 5/2/18 Natali

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 9:30AM-12:00PM	YEB-058-1280 S	\$39 3/24/18	1 Session Troup
North Campus 12:00PM-2:30PM	YEB-058-1450 S	\$39 2/24/18	1 Session Troup

NEW! GET A BETTER NIGHT'S SLEEP

Millions of Americans rely on sleeping pills to get a full night's sleep. Explore natural ways to fall asleep and sleep through the night. You'll learn about herbal teas, relaxation methods and more.

North Campus 6:30PM-8:30PM	YEB-333-1450 T	\$39 3/6/18	1 Session Heineman
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GUIDED MEDITATION

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

South Campus 6:30PM-7:30PM	YEB-286-1540 T	\$39 3/27/18	5 Sessions Natali
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NEW! HOW TO BE MORE SOCIAL & LESS ANXIOUS

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

Allegheny Campus 7:00PM-9:00PM	YEB-902-1210 M	\$39 3/12/18	1 Session Suchy
South Campus 6:30PM-8:30PM	YEB-902-1540 T	\$39 4/24/18	1 Session Suchy

HOW TO SEE AURAS

We are all energy beings. Whether it is mental or emotional energy, each of us has observed the effects of our energies or those of another. Learn how to see energy and explore how it can be measured, created, and used to benefit yourself and others.

North Campus 9:00AM-11:30AM	YEB-821-1450 S	\$39 3/10/18	1 Session Troup
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NEW! INTRODUCTION TO A COURSE IN MIRACLES

Have you ever thought, 'There must be another way?' This was the discussion that started two psychologists at Columbia University's College of Physicians and Surgeons in New York City down the path to publishing "A Course in Miracles." It was designed to teach us how to look at the world with fresh eyes and retrain our minds to perceive reality in ways that will allow us to give and receive happiness more easily. This class will use lecture, exercises and class discussion to introduce students to the course's method for creating a joyful life.

North Campus 9:00AM-12:00PM	YEB-319-1450 S	\$59 3/3/18	2 Sessions Kristakis
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NEW! LIFE DESIGN

Life often gets in the way of living. Whether you are going through a transition, yearning for purpose or feeling a bit blah or overwhelmed, this class offers dedicated time for self-assessment, reflection and a plan for action. Through coaching exercise, discover more balance and satisfaction in life. Invest in yourself. You are worth it.

Ft. Couch Middle 7:00PM-9:00PM	YCA-231-1550 R	\$49 3/1/18	4 Sessions Boas
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LIVING STRESS FREE

Explore what it means to be in complete alignment with your purpose. You have an ideal path and on this path everything is revealed when you need it. Learn tools to allow your life and actions to feel meaningful. It can be a peaceful, joyful path where you feel that everything will be taken care of for you.

North Campus 9:00AM-1:00PM	YEB-279-1450 S	\$39 2/24/18	1 Session Kristakis
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MINDFULNESS MADE SIMPLE

Mindfulness is the simple way to let go of stress and be present in the moment. The practice of mindfulness holds the possibility of not just a fleeting sense of contentment, but is a true embracing of a deeper unity that envelops and permeates our lives.

North Campus 7:00PM-9:00PM	YEB-980-1450 R	\$39 2/15/18	1 Session Rahenkamp
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PSYCHIC READINGS—HOW TO FIND THE REAL THING!

A psychic reading can be a good investment. For example, it can provide you with important insights about your life situations, connect you with your loved ones in spirit, and uncover issues that you may not realize influence your life. Today most readers come from all walks of life. Rarely are psychics, mediums and other readers found in dimly lit rooms with flashing, neon signs that advertise their craft. Many are nurses, psychologists, teachers and others who have developed a gift and wish to share it with others. In this class, you will receive tips that will help you develop the latest methods and achieve the best outcome, including how to find a good reader, criteria of a good reading, preparations to make prior to your reading, what you can do during a reading to ensure a good outcome, why your attitude really does matter and much more. Join us, and get the best psychic reading of your life!

Ft. Couch Middle **YEB-321-1550** **\$39** **1 Session**
 6:30PM–8:30PM M 4/16/18 Pakler

PSYCHOLOGY FOR EVERYDAY LIVING

Apply psychology to your everyday circumstances and interpersonal relationships. Cope with stressful situations, anxiety and difficult relationships. Gain a better understanding of human behavior and raise your confidence for responding in a healthy way.

North Campus **YCA-229-1450** **\$79** **6 Sessions**
 6:00PM–8:00PM W 2/21/18 Weaver

PSYCHOMETRY

Psychometry is the human ability to sense and interpret information energetically by holding an object and ‘tuning in’ to what is there. We will discuss how psychometry works and then practice on various items with no pressure, just easy learning. Feel free to bring a few items for others to tune in to.

North Campus **YEB-289-1450** **\$39** **1 Session**
 12:00PM–2:30PM S 3/10/18 Troup

REINCARNATION

In this class, students will explore the concept of being born more than once into earthly existence. The perspectives of how and why individuals reincarnate and what it means to the soul’s evolution will be discussed.

North Campus **YEB-212-1450** **\$39** **1 Session**
 9:00AM–11:30AM S 4/7/18 Troup

REINVENTING YOU

We all experience hard times and setbacks in our lives. We are often so broken by what we perceive to be our worst setbacks that we lose sight of the opportunity for a major comeback. During this five-week course, students will examine the five stages of reinvention and how shifts in perspective and a plan will pave the way for a life-changing comeback for you and those who you encounter daily.

West Hills Center **YEB-329-1290** **\$59** **5 Sessions**
 6:00PM–9:00PM T 3/6/18 Faculty

NEW! REPROGRAMMING ADDICTION

An introductory session on how eastern sciences can assist in helping addiction. Are you on the computer all day, cell phone, shopping, drugs, alcohol and the list goes on. Learn kundalini meditations and fundamental principles behind rewiring the subconscious brain.

Ft. Couch Middle **YEB-986-1550** **\$39** **1 Session**
 6:30PM–8:30PM M 2/26/18 Ferri

THE HOW OF HAPPINESS

Why do some people seem happier than others? What is their secret? Is there something I can do to be happy too? There is no secret but intentional activities that you can do to increase your capacity for happiness. We will review these activities to learn why they work and use an effective coaching tool to help you determine which you should work on first. This course will use lecture, class discussions and coaching tools and exercises to introduce students to the best means for creating happiness in their lives.

North Campus **YCA-602-1450** **\$39** **1 Session**
 7:00PM–9:00PM T 3/6/18 Rahenkamp

NEW! THE IMPORTANCE OF SELF-CARE

As women, we tend to care for so many others while we are lax with our own self-care. In this course, you will learn why self-care is so important and numerous ways to add self-care to your own lives. We will use several effective coaching tools to discover which area of your life needs the most adjustment and which self-care program would be most beneficial to you. This course will use lecture, class discussions and coaching tools and exercises to introduce students to numerous ways to care for themselves.

North Campus **YCA-601-1450** **\$39** **1 Session**
 7:00PM–9:00PM R 4/5/18 Rahenkamp

NEW! UNLEASHING YOUR CREATIVE SPIRIT

Living a creative life does not mean you have to paint, write, dance or pursue the arts professionally. This class will help you unleash your own creative spirit and encourage you to find ways to enjoy the flow of creativity in your own unique way.

Ft. Couch Middle 7:00PM–9:00PM	YCA-232-1550 R	\$49 4/5/18	4 Sessions Boas
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NEW! WINTER SPA

Winter can be a hectic time, and the cold weather dries out your skin. This class will help you create a relaxing ‘spa’ in the comfort of your home. We will learn to mix up homemade lip balm and whipped hand lotion to keep your skin soft and moisturized.

North Campus 6:30PM–8:30PM	YEB-330-1450 M	\$39 2/26/18	1 Session Heineman
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MUSIC

GUITAR—BEGINNING

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

Allegheny Campus 6:30PM–8:30PM	YDC-006-1210 T	\$99 2/6/18	8 Sessions Yates
Ft. Couch Middle 7:00PM–9:00PM	YDC-006-1550 M	\$99 3/5/18	8 Sessions Faculty
North Campus 7:00PM–9:00PM	YDC-006-1450 T	\$109 2/13/18	10 Sessions Maxin
South Campus 6:30PM–8:30PM	YDC-006-1540 T	\$99 2/20/18	8 Sessions Maimone
West Hills Center 6:30PM–8:30PM	YDC-006-1290 W	\$99 2/21/18	8 Sessions Iglar

GUITAR—INTERMEDIATE

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

North Campus 6:30PM–8:30PM	YDC-010-1450 R	\$109 2/15/18	10 Sessions Maxin
South Campus 6:30PM–8:30PM	YDC-010-1540 R	\$99 2/22/18	8 Sessions Maimone

PIANO—BEGINNING

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

Allegheny Campus 6:30PM–8:30PM	YDC-101-1210 M	\$99 2/12/18	8 Sessions Morrissey
South Campus 6:30PM–8:30PM	YDC-101-1540 W	\$99 3/7/18	8 Sessions Kogut

NEW! SONG WRITING & GARAGEBAND

Get songwriting tips and tricks from an instructor and from each another. Learn the basics of recording and arranging multi-track songs on GarageBand and share them with the world. There will be time to share and get feedback on your own songs. Students should have GarageBand downloaded on their iPad, phone or laptop.

South Campus 7:30PM–9:30PM	YDC-208-1540 R	\$69 2/22/18	4 Sessions Doerfler
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UKULELE—BEGINNER

Beginner ukulele basics will be presented. Students will learn simple chords and strums that are used in many popular songs. Song sheets will be provided. Students must bring their own ukuleles.

North Campus 6:00PM–7:30PM	YDC-808-1450 M	\$109 2/12/18	10 Sessions Rozel
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UKULELE—INTERMEDIATE

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

North Campus 7:30PM–9:00PM	YDC-810-1450 M	\$109 2/12/18	10 Sessions Rozel
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NEW! VOICE CLASS FOR ADULTS

Studies have shown that singing is the second most effective way to make you feel awesome. Laughter is number one and I’m sure there will be lots of that, too. Let yourself have some ‘me’ time singing and learning something fun and new in a supportive and encouraging environment. We will be learning the basics of proper singing technique, very basic music theory to help you understand what you’re looking at, and learning songs from stage to screen, from classic to contemporary, with lots of personal attention so that you can use your instrument to its fullest extent. All levels of singers are welcome!

South Campus 10:00AM–12:00PM	YDC-508-1540 W	\$89 3/7/18	6 Sessions Kesser
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assistance from
expert instructors



Externship
opportunities available
for many programs



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



Affordable
Payment plans
available



Books Included
All materials are
included in cost

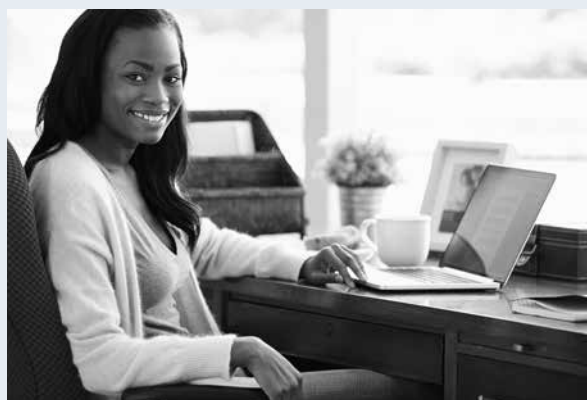


Certification
Most programs lead to
industry certifications

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

www.careertraining.ed2go.com/ccac

412-788-7507 communityeducation@ccac.edu



ONLINE COURSES & PROGRAMS

ABOUT OUR ONLINE COURSES

Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. Quality instructors, using highly interactive learning techniques, teach CCAC’s online courses. All courses run for six weeks totaling 12 lessons—two lessons each week. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You can complete any of these courses entirely from your home or office by logging in to your online classroom at any time of the day or night from any computer. You need not be online at a specific time.

HOW TO GET STARTED

1. Visit our Online Instruction Center at www.ed2go.com/ccac
2. Browse the course departments to locate your class. Choose the department and course title you are interested in and select the **Enroll Now** button. Here you will enter your e-mail and choose a password that will grant you access to the Classroom. During the enrollment process you will learn important information about your course. Please note the computer requirements for your course such as software or if a textbook is required.
3. To complete your enrollment in your course, call **Registration** at 412.369.3701 to arrange for payment of your tuition. You are not considered registered until payment is made. Enrolling in the online instruction center www.ed2go.com/ccac only establishes your classroom link. Your course number and payment information will be necessary to process your registration. Or pay online by visiting shopcommunityed.ccac.edu click on the online category and locate your course.
4. When your course starts, return to our Online Instruction Center www.ed2go.com/ccac and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you created during enrollment.

ONLINE CERTIFICATE CLASSES

ACCOUNTING CERTIFICATE—ONLINE

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

Accounting Fundamentals 1

YOL-430-1307	Start Date: 1/17/18	\$119
YOL-430-1308	Start Date: 2/14/18	

Accounting Fundamentals 2

YOL-429-1309	Start Date: 3/14/18	\$119
YOL-429-1310	Start Date: 4/11/18	

ADMINISTRATIVE ASSISTANT CERTIFICATE—ONLINE

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

Administrative Assistant Fundamentals

YOL-456-1307	Start Date: 1/17/18	\$119
YOL-456-1408	Start Date: 2/14/18	

Administrative Assistant Applications

YOL-458-1309	Start Date: 3/14/18	\$119
YOL-458-1310	Start Date: 4/11/18	

**NEW! ENTREPRENEUR BUSINESS CERTIFICATE—
ONLINE**

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

Start Your Own Small Business

YOL-188-1307	Start Date: 1/17/18	\$119
YOL-188-1408	Start Date: 2/14/18	

Creating a Successful Business Plan

YOL-187-1309	Start Date: 3/14/18	\$119
YOL-187-1310	Start Date: 4/11/18	

GRANT WRITING CERTIFICATE—ONLINE

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

A-Z Grant Writing

YOL-433-1307	Start Date: 1/17/18	\$119
YOL-433-1308	Start Date: 2/14/18	

Advanced Grant Proposal Writing

YOL-441-1309	Start Date: 3/14/18	\$119
YOL-441-1310	Start Date: 4/11/18	

NEW! PROFESSIONAL SALES CERTIFICATE—ONLINE

Learn the skills you need to obtain a lucrative career in sales. This certificate program will teach you everything from communication to closing the deal. You'll learn to use communication to build rapport and create environments of trust, warmth and respect. Become more confident, create a great first impression, get along well with others and create more and better personal and professional relationships.

Effective Selling

YOL-186-1307	Start Date: 1/17/18	\$119
YOL-186-1308	Start Date: 2/14/18	

Professional Sales Skills

YOL-185-1309	Start Date: 3/14/18	\$119
YOL-185-1310	Start Date: 4/11/18	

**NEW! SUPERVISION & MANAGEMENT CERTIFICATE—
ONLINE**

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this certificate will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager and you'll learn the skills required to delegate responsibility and motivate your employees. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.

Supervision and Management I

YOL-092-1307	Start Date: 1/17/18	\$119
YOL-092-1308	Start Date: 2/14/18	

Supervision and Management II

YOL-094-1309	Start Date: 3/14/18	\$119
YOL-094-1310	Start Date: 4/11/18	

WEB DESIGN CERTIFICATE—ONLINE

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

Creating Web Pages

YOL-300-1307	Start Date: 1/17/18	\$119
YOL-300-1308	Start Date: 2/14/18	

Designing Effective Websites

YOL-322-1309	Start Date: 3/14/18	\$119
YOL-322-1310	Start Date: 4/11/18	

PETS

FIRST AID FOR DOGS & CATS

Learn what to do for some of the most common pet emergencies including bleeding injuries, poisoning, heat and cold injuries, splint preparations and choking. Participants will learn how to perform rescue breathing and CPR on their pets, how to put together a pet first aid kit and when to seek professional help. Please do not bring pets to class.

South Campus	YBA-017-1540	\$39	1 Session
10:00AM–12:30PM	S	3/24/18	Faculty

MASSAGE FOR PETS

Participants will learn to soothe and better manage their pets through the use of special massage techniques. Topics include how to use massage as a training aid, discipline and establishing trust and connection with a pet. Participants will also learn how to prevent some common canine and feline ailments through techniques that increase circulation and soothe an aging pet's stiff muscles. Solutions for common behavioral and health-related problems will be offered. Demonstration will be used whenever possible. Volunteer pets will be recruited; participants should not bring pets to class.

North Campus	YBA-008-1450	\$39	1 Session
1:00PM–4:00PM	S	3/3/18	Oldenski

PET HEALTH FOR DOGS

Discover ways to keep your pet healthy. Students will discuss food, herbs, essential oils and healthy pet treat recipes.

North Campus	YBA-026-1451	\$39	1 Session
12:30PM–3:30PM	S	3/17/18	Heineman

SPORTS

FRESHWATER FISHING—BEGINNING

Join Karen Gainey, host of the television show “Karen’s Fishing Corner” to explore the basics of fishing in western Pennsylvania. Learn how to find and catch trout, muskie, pike, bass and other game fish in the lakes, streams and rivers in our area. Topics include rods, reels, baits and lures. An introduction to fly fishing and a field trip will also be included.

North Campus	YFD-407-1450	\$109	8 Sessions
6:30PM–9:00PM	M	2/26/18	Gainey

GOLF AT SUNSET GOLF RANGE

Sunset Golf is one of the few golf ranges in Western Pennsylvania to use K-VEST in their lessons. K-VEST is a completely mobile, easy to use, interactive system that combines 3-D analysis and real-time feedback for students. 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. Class level good for all skill levels. Please see Additional Golf Fees listing for additional costs.

Sunset Golf	YFD-978-1560	\$129	6 Sessions
6:30PM–8:00PM	R	4/12/18	Scandrol

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 Additional Golf Fees listing for additional costs.

Scally's Golf	YFD-910-1480	\$69	6 Sessions
6:30PM–8:00PM	M	4/16/18	Faculty

Scally's Golf	YFD-910-1481	\$69	6 Sessions
6:30PM–8:00PM	T	4/17/18	Faculty

Scally's Golf	YFD-910-1482	\$69	6 Sessions
6:30PM–8:00PM	W	4/18/18	Faculty

Scally's Golf	YFD-910-1483	\$69	6 Sessions
10:00AM–11:30AM	S	4/14/18	Faculty

Tower Golf	YFD-910-1590	\$69	6 Sessions
6:00PM–7:30PM	R	4/12/18	Butera

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	YFD-911-1480	\$69	6 Sessions
6:30PM–8:00PM	R	4/19/18	Faculty

NEW! INTRODUCTION TO FLY FISHING

If you have ever wanted to learn the sport of fly fishing, and you felt intimidated, this course is for you. Learn the basics of fly fishing to quickly get you out on the water catching fish.

North Campus	YFD-948-1450	\$109	8 Sessions
7:00PM–9:00PM	R	3/1/18	Faculty

NEW! LEARN TO FLY FISH

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

Boyce Campus	YFD-947-1280	\$99	6 Sessions
6:00PM–8:30PM	TR	3/6/18	Faculty

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	YFD-235-1540	\$39	1 Session
9:30AM–12:30PM	S	3/10/18	Loshelder

ADDITIONAL GOLF FEES

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

- Scally's Golf**
\$35 range fee payable to Scally's at first class
\$8 per session for golf balls
- Sunset Golf**
\$5 small bucket, \$7 medium bucket, \$9 large bucket
- Tower Golf**
\$40 video analysis & range fee, \$25 for 10 buckets of balls

TRADES

BLUEPRINT READING FOR THE TRADES

This 8-hour, hands on, interactive class covers the basic types of blueprint reading in an exciting way. Each of the topics that are covered, alphabet of lines, machine prints, electrical prints, hydraulic/pneumatic prints, HVAC prints, construction prints, road construction prints and piping prints use actual parts, components, circuits and systems to engage the students in not just reading a print but identifying what the print depicts. Students will be challenged to find errors, build parts, trace circuits and identify components.

Energy Innovation Ctr	XHB-927-5301	\$199	2 Sessions
8:30AM–12:30PM	F	4/20/18	Blackford

SMALL GAS ENGINE REPAIR 1

Students will explore engine theory and system components, including fuel, ignition, carburetors and more. Easy troubleshooting and tune-up procedures will also be covered. Students will be able to work on their own equipment and bring their own tool box. A textbook is recommended at an additional cost.

West Hills Center	YCE-401-1290	\$159	8 Sessions
6:30PM–9:30PM	R	2/22/18	Abbott

UNION TRADE EXAM PREP, MATH

This course prepares students for apprenticeship exams in the building trades. The focus is on solving math problems commonly found on those exams. Test-taking strategies will also be discussed. A textbook is required and is not included in the cost of the course. The textbook is "Pre-Apprentice Training: A Test Preparation Manual for the Skilled Trades." ISBN: 0-9649530-1-3

Allegheny Campus	YAG-600-1210	\$109	4 Sessions
9:30AM–12:30PM	S	3/3/18	Kraemer

No class 3/17/18 or 3/31/18

WRITING

NEW! AMERICAN WOMEN WRITERS OF SHORT FICTION

In this course, students will gain a working knowledge of short fiction through a survey of twentieth century women writers. How do stories reflect societal expectations of women and how do they challenge them? The reading list will include a wide range of stories, from iconic works of the Progressive Era to recent collections. Students will have the opportunity to craft their own creative work in response to that of published authors.

Allegheny Campus **YAB-821-1210** **\$89** **6 Sessions**
6:30PM–9:00PM W 3/28/18 Faculty

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** **\$59** **4 Sessions**
6:30PM–8:30PM T 5/8/18 Weis

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.

Boyce Campus **YAB-025-1280** **\$89** **6 Sessions**
6:30PM–9:00PM T 2/27/18 Costa

Energy Innovation Ctr **YAB-025-5301** **\$89** **6 Sessions**
6:30PM–9:30PM T 4/24/18 Costa

Ft. Couch Middle **YAB-025-1550** **\$89** **6 Sessions**
6:30PM–9:00PM M 2/19/18 Shapiro

CREATIVE WRITING FOR THE BEGINNER

This course will introduce new and aspiring writers to the world of creative writing. Students will learn the basic elements for writing poetry, creative nonfiction, and fiction in a nurturing and challenging environment. Students will read traditional and contemporary literature that illustrates basic writing techniques and have the opportunity to write during class and/or bring in samples of their writing. There is no prior writing experience required for this class.

Canon McMillan HS **YAB-217-1594** **\$89** **6 Sessions**
6:30PM–8:30PM W 3/7/18 Faculty

Ft. Couch Middle **YAB-217-1550** **\$89** **6 Sessions**
6:30PM–8:30PM R 3/8/18 Costa

HOW TO BUILD AN AUTHOR PLATFORM

Authors frequently hear that they need a platform, but what does that mean? In this workshop, students will learn what an author platform is, why they need one and how to build it.

Ft. Couch Middle **YAB-273-1550** **\$39** **1 Session**
6:00PM–9:00PM M 4/23/18 Howley

HOW TO FIND A WRITER'S AGENT

Do you have a book manuscript you'd like to sell? Do you want to get your manuscript out of the slush pile and into the hands of an editor? You can do this if you have the right agent. However, finding someone to represent you can be almost as difficult as selling your book. In this three-hour workshop you will learn how to select and contact agents. You will also learn how to write query letters.

Allegheny Campus **YAB-752-1210** **\$39** **1 Session**
1:00PM–4:00PM S 3/10/18 Howley

Ft. Couch Middle **YAB-752-1550** **\$39** **1 Session**
6:00PM–9:00PM R 4/12/18 Howley

HOW TO SELF-PUBLISH YOUR WORK

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

Allegheny Campus **YAB-780-1210** **\$59** **3 Sessions**
7:00PM–8:30PM W 4/25/18 Weis

HOW TO WRITE A MEMOIR—PART 1

In this hands-on, informative workshop, we will discuss the memoir writing process, including important things every memoir writer needs to know, tips on how to write a great story, and practical advice on editing, query letters and publishing options.

Allegheny Campus **YAB-816-1210** **\$79** **4 Sessions**
6:00PM–9:00PM W 3/7/18 Howley

West Hills Center **YAB-816-1290** **\$89** **4 Sessions**
6:00PM–9:00PM W 2/14/18 Howley

HOW TO WRITE FOR MAGAZINES & OTHER PUBLICATIONS

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

Ft. Couch Middle	YAB-002-1550	\$39	1 Session
6:00PM–9:00PM	R	4/19/18	Howley

NEW! JOURNALING—ENRICH YOUR LIFE

Journaling is an ancient tradition which can have a positive impact on physical well-being. Begin journaling and clarify your thought and feelings, know yourself better, reduce stress, have personal growth, release creative expressions and enjoy personal enrichment.

South Campus	YAB-829-1540	\$59	3 Sessions
6:30PM–8:30PM	R	3/1/18	Arch

MEMOIR WRITING WORKSHOP

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

Energy Innovation Ctr	YAB-272-5301	\$39	1 Session
1:00PM–4:00PM	T	4/3/18	Howley

Ft. Couch Middle	YAB-272-1550	\$39	1 Session
6:00PM–9:00PM	M	4/9/18	Howley

South Campus	YAB-272-1540	\$39	1 Session
1:00PM–4:00PM	W	3/21/18	Howley

SO, YOU WANT TO WRITE A CHILDREN'S BOOK?

When you think about children's books, what comes to mind? Picture books? Early Readers? There's so much more to it than the books you remember from childhood. Join an award-winning YA author, for an overview of Picture Books, Early Readers, Middle Grade and Young Adult fiction. You'll learn the characteristics of each, how to develop your writing style and what resources are available to assist you on your writing journey.

Internet Course	YAB-828-1540	\$39	11 Sessions
		4/3/18	Weis

NEW! STOP WHINING & WRITE

This four-week course will help those who are challenged with writer's block understand how writer's block is a myth. Each week there will be tips and exercises to help students gain the clarity to write through the whining and discover the courage and commitment that is necessary to 'write' the wrongs.

West Hills Center	YAB-753-1290	\$69	4 Sessions
6:00PM–9:00PM	M	3/5/18	Faculty

NEW! TRAVEL WRITING

Explore the exciting world of travel writing in this hands on writing workshop. Draw from your own travel experiences to write travel memoirs, profiles of people and places, and blogs. The class will include one optional field trip to a local point of interest. Share your travel tales, get feedback from your classmates and guidance from an experienced travel writer.

Allegheny Campus	YAB-322-1210	\$89	8 Sessions
6:30PM–8:30PM	T	2/13/18	Thomas

NEW! WRITE FOR WIKIPEDIA

Anyone can add to the 'sum of human knowledge.' You don't have to be an expert to write content for the largest online encyclopedia. You will learn how to make your own user page, create an article, edit an existing article and learn shortcuts and the tools necessary for efficiency. You will learn how to upload your images that can be used in articles. Students are encouraged to create a username and password before class. Tutorials are provided in both the online class and classroom instruction.

South Campus	YAB-054-1541	\$49	4 Sessions
6:30PM–8:00PM	R	3/22/18	Page

Internet Course	YAB-054-1540	\$49	4 Sessions
6:30PM–8:00PM	R	1/25/18	Page

WRITERS SUPPORT GROUP

This course will provide an opportunity for writers of all genre to set goals, be accountable and have their work evaluated in a constructive supportive environment.

Allegheny Campus	YAB-003-1210	\$89	8 Sessions
6:00PM–8:00PM	T	2/13/18	Howley

Ft. Couch Middle	YAB-003-1550	\$89	8 Sessions
6:00PM–8:00PM	M	2/12/18	Howley

WRITING CREATIVE NON-FICTION

Explore or discover your writing talent in today's most modern and popular genre—creative nonfiction. Draw from your own experience and write short essays, memoirs and profiles. Share your stories, get suggestions, guidance and the critical eye of a seasoned creative nonfiction writer. No prior writing experience is required.

Ft. Couch Middle	YAB-218-1550	\$69	4 Sessions
6:00PM–8:00PM	R	3/1/18	Howley

WRITING MEMOIRS—MEMORIES & STORIES

This creative writing course will help students tell the events and memories of their life by exploring how to turn personal tales into entertaining, informative and readable stories. Topics include the use of dialogue, character and background development, sequencing and when to fictionalize.

North Campus **YAB-216-1450** **\$79** **5 Sessions**
 6:30PM–9:00PM W 2/28/18 Garrow

WRITING SHORT STORIES

Students will discuss five important steps to write a short story, then learn how to tap into their thoughts, memory and imagination to write a short story that captures a slice of life, real or imagined.

Energy Innovation Ctr **YGA-617-5301** **\$39** **1 Session**
 1:00PM–4:00PM R 3/1/18 Howley

West Hills Center **YGA-617-1290** **\$39** **1 Session**
 6:00PM–9:00PM T 4/17/18 Howley

NEW! WRITING THE SCIENCE FICTION/FANTASY NOVEL

SFF novels are undoubtedly one of the hottest trends in genre fiction. If you're interested in writing fiction in this genre, you'll need to stock up your writer's tool kit with one particular set of skills: World Building. Learn the ins and outs of world building from an award-winning author, including tips on how to map and manage your world, the top five world-building epic fails and steps you can take to make your fictional worlds jump off the page.

Allegheny Campus **YAB-227-1210** **\$39** **2 Sessions**
 7:00PM–8:30PM R 4/19/18 Weis

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.

South Campus **YAB-827-1540** **\$69** **5 Sessions**
 9:00AM–11:00AM S 4/7/18 Weis

YOUTH

CARTOONING

Students will learn how to draw cartoons like the ones seen in the newspaper or on television. Using pencils, pens and colors, students will learn a variety of styles and techniques. This is an excellent class for both beginners and experienced artists. Ages 8–12 years old.

South Campus **YOU-312-1540** **\$49** **4 Sessions**
 10:00AM–12:00PM S 4/7/18 Parker

CHILDREN'S YOGA

An introduction to proper breathing techniques and yoga poses, along with balancing activities are taught. Picture books are used in correlation with a nature or a seasonal theme each week. Children are given a chance to teach their favorite pose. A relaxation activity is the final exercise for the class, followed by a coloring activity. Ages 4–8 years old.

South Campus **YOU-708-1540** **\$39** **4 Sessions**
 10:00AM–11:00AM S 3/3/18 Morrison

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 **YOU-606-1541** **\$69** **5 Sessions**
 10:00AM–12:00PM S 4/7/18 Faculty

DRAWING & SKETCHING

Learn to draw better using a variety of artist tricks using warm-up techniques, contour, quick gestures, grids, up-side down, form and shapes. Create wonderful art using markers, pencils and water colored pencils (both wet and dry). Students will draw a lion, geisha, horse and much more. Cost of material will be extra and will be discussed the first class. Recommended for ages 9–13 years old.

South Campus **YOU-137-1540** **\$59** **6 Sessions**
 10:00AM–12:00PM S 2/17/18 Parker

EVERYBODY LOVES CHOCOLATE!

Join us for this fun hands-on class as we prepare a variety of dishes using this delicious ingredient including chocolate chip brownies and a yummy chocolate fondue. Please send a bag lunch and drink with your child. It is recommended they bring an apron. Ages 9–13 years old.

Boyce Campus **YOU-927-1280** **\$49** **1 Session**
 10:00AM–2:00PM S 3/24/18 Palmieri

FASHION, FINISHING & FUN

An introduction to visual poise, fun with fashion, skin care, good grooming, hair consultation, photo posing, modeling, problem solving and more!

North Campus **YOU-355-1450** **\$49** **5 Sessions**
 9:30AM–11:30AM S 3/3/18 Deems
 Ages 10–13 years old

North Campus **YOU-355-1451** **\$49** **5 Sessions**
 11:30AM–1:30PM S 3/3/18 Deems
 Ages 14–16 years old

South Campus **YOU-355-1540** **\$69** **8 Sessions**
 6:00PM–8:00PM W 2/21/18 Christofel
 Ages 10–13 years old

GOOD NIGHT NATURE

Students will visit the CCAC-South Campus Nature Trail in the evening to learn about seasonal changes, listen for evening nature sounds, play nature games and hear a bedtime nature story all while taking a short hike. Participants should dress for hiking and bring a flashlight. Hot chocolate and trail mix will be served after the hike. Ages 6–9 years old.

South Campus **YOU-090-1540** **\$29** **1 Session**
 6:30PM–8:00PM S 4/28/18 Boyd

OUTDOOR DISCOVERY

Discover what makes our world green. Follow and create animal tracks and trail signs. Find nature mysteries using a compass. Dissect owl pellets, use a solar oven, become an insect, play environmental games, create a nature journal all while hiking and exploring the CCAC South Campus Nature Trail. Dress for exploration. Ages 8–12 years old.

South Campus **YOU-088-1540** **\$29** **1 Session**
 1:30PM–3:30PM S 4/7/18 Boyd

PARENT/CHILD MEDITATION & RELAXATION

Relax, connect and empower your child with this fun and engaging meditation class for parent and child. Meditation techniques and exercises will be varied to engage both child and parent. Spending quality time with your child can have lasting benefits for you both. Ages 8–12 years old.

South Campus **YOU-413-1540** **\$39** **3 Sessions**
 10:30AM–11:30AM S 4/7/18 Faculty

SCOUTING OPPORTUNITIES AT CCAC SOUTH CAMPUS

Girl Scouts and Boy Scouts can participate in fun-filled, enrichment programs designed to help scouts learn a new skill, explore a new interest and earn appropriate age-level badges and pins. Each program upholds the scout promise and law while encouraging community service. For a schedule contact Kathy Boyd at kboyd@ccac.edu or 412.469.6258.

CCAC SOUTH CAMPUS NATURE TRAIL ENRICHMENT PROGRAMS FOR YOUR CLASSROOM

Field Trip Opportunities:

- ECO-Explorers: Preschool & Kindergarten
- Nature Sleuth: First & Second Grades
- Land of Survival: Third & Fourth Grades

In-class Enrichment Programs:

- Garbology: What is in your trash can?
- Tree...Mendous: The Gifts of a Tree.
- Amazing, Incredible Insects: Insects are everywhere!

For more information, contact Kathy Boyd at 724.469.6258 or kboyd@ccac.edu, or visit ccac.edu/SouthCampus.aspx

PASTA 101

We'll learn the basics of making homemade pasta and sauce. Italian cooking is easier than you think. Please send a snack and a drink with your child. Ages 9–13 years old.

Boyce Campus **YOU-474-1280** **\$49** **1 Session**
 10:00AM–2:00PM S 4/28/18 Palmieri

SPRING SCAVENGER HUNT

Explore the CCAC South Campus Nature Trail while searching for spring treasures. Young Explorers will discover the wonders of spring with a hike, story, snack, games and a craft. Ages 5–8 years old.

South Campus **YOU-178-1540** **\$29** **1 Session**
 1:30PM–3:30PM S 4/28/18 Boyd

NEW! STEAM THROUGH A SCHOOL GARDEN!

A school garden can be a powerful environmental education tool. This is an introduction for educators exploring the many possibilities for a school garden. Discussions will focus on teacher needs, student expectations, resources for materials, estimating projects, garnering volunteers, searching for funding and much more.

Canon McMillan HS **YCI-608-1594** **\$59** **2 Sessions**
 6:30PM–8:30PM W 2/21/18 Barker

South Campus **YCI-608-1540** **\$59** **2 Sessions**
 6:30PM–8:30PM M 3/12/18 Barker

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.

Ft. Couch Middle **YOU-854-1550** **\$39** **1 Session**
 6:00PM–9:00PM R 2/15/18 Givens

South Campus **YOU-854-1540** **\$39** **1 Session**
 9:00AM–12:00PM S 3/3/18 Givens

TODDLEROBICS

This fun, active exercise course is for parents and children. Children are exposed to the importance of simple activities at a young age, which can be carried through to adulthood. Toddlers will do what they love best—move. Ages 20 months–3 1/2 years old (child must be walking on their own, or at least beginning to take steps).

Ballet Academy of Pitt YOU-994-1530 \$59 10 Sessions
 9:15AM–10:00AM W 2/28/18 Taylor

WATER BABIES

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

Sisters of Divine Prov YOU-775-1420 \$89 8 Sessions
 1:30PM–2:30PM M 3/19/18 Yarzebinski

Sisters of Divine Prov YOU-775-1421 \$89 8 Sessions
 2:30PM–3:30PM M 3/19/18 Yarzebinski

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. A \$10 deposit is required at the first class for a key. Ages 3–5 years old.

Sisters of Divine Prov YOU-776-1420 \$89 8 Sessions
 1:30PM–2:30PM W 3/21/18 Yarzebinski



GROW WITH GOOGLE AND CCAC

Grow with Google is teaming up with CCAC to offer classes for local middle and high school students. Students will learn to collaborate by telling stories, planning events, developing budgets all while learning and applying digital skills. For ages 12–16.

APPLIED DIGITAL SKILLS

A video-based curriculum that equips students with practical tech skills, including how to make digital presentations, do online research, work with spreadsheets, and more.

PLAN AN EVENT

Learn how to coordinate your event and plan it well. Students will learn to choose, plan and organize their event.

IF-THEN ADVENTURE STORIES

Create an interactive, If-Then Adventure Story in Google Slides. Call 412.788.7507 to receive information for the upcoming summer series.

WORKFORCE DEVELOPMENT

TRAIN FOR A PENNSYLVANIA CLASS A CDL LICENSE IN SIX WEEKS!

CCAC's curriculum will prepare students for taking the CDL Class A knowledge, skills and road tests. Knowledge tests consist of general knowledge, combination vehicle, air brake, hazardous materials, tankers and double triples. Skills tests consist of performing a pre-trip inspection and various backing and parking maneuvers. Road tests consist of driving on a predetermined road route.

CDL classes begin January 2018 at CCAC's Boyce Campus. New classes enroll every month. For more information contact Jack Mittereder at jmittereder@ccac.edu or 724.325.6834.

BLS PROVIDER CPR

The AHA's new BLS course has been updated to include science and education from the 2015 Guidelines Update for CPR and ECC. It teaches both single-rescuer and team basic life support skills for application in both prehospital and in-facility environments, with a focus on high-quality CPR and team dynamics. In the Instructor-led course, students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS instructor to complete BLS skills practice and skills testing. Students also complete a written exam. Classes meet in Room 018 of Byers Hall on Allegheny Campus. For more information, please email rsusalla3@ccac.edu or call 412.788.7365.

8:30AM-1:00PM	1/12/18	XIA-470-57330	\$50
8:30AM-1:00PM	2/9/18	XIA-470-57331	\$50
8:30AM-1:00PM	3/9/18	XIA-470-57332	\$50
8:30AM-1:00PM	4/13/18	XIA-470-57333	\$50
8:30AM-1:00PM	5/11/18	XIA-470-57334	\$50

RN/LPN CLINICAL ONLY REFRESHER COURSE

This 135-hour course is designed to provide meaningful skills instruction and practice for inactive registered and practical and graduate nurses. The focus of this course is to assist students in the development of the skills and knowledge required for a position on a medical surgical unit. Students will be instructed through both post-conference and clinical skills experiences. Prerequisites may apply. License reactivation available! CPR is included and GNs are welcome! Visit ccac.edu for more detail.

Boyce Campus	XGB-004-3201	\$949	18 Sessions
First week	MT	1/29/18	
Remaining weeks			
7:00AM-3:30PM	MT	2/5/18	Toth/Zupanc

Space is limited. Register early to avoid course cancellation.

To register call 412.788.7546. For more information call Marilynn Toth at 724.325.6827.

EMERGENCY MEDICAL TECHNICIAN (EMT)

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

Washington County Court House

100 West Beau St., Washington PA 15301
 XGC-600-57400 \$550 6:00PM-10:00PM
 Tuesday/Thursday 1/16/18-6/14/18

Allegheny Campus Day Class

Byers Hall, Room 018
 XGC-600-57401 \$550 8:30AM-12:30PM
 Monday/Wednesday/Thursday, plus one Saturday per month
 1/29/18-4/30/18

CCAC West Hills Center

XGC-600-57402 \$550 6:00PM-10:00PM
 Tuesday/Thursday, plus one Saturday per month
 1/30/18-5/31/18

Monroeville Training Center

2465 Johnson Rd., Monroeville, PA 15146
 XGC-600-57403 \$550 6:30PM-10:00PM
 Monday/Wednesday/Thursday, plus one Saturday per month
 2/5/18-5/7/18

Lawrence County Career Center

750 Phelps Way, New Castle, PA 16101
 XGC-600-57404 \$550 6:00PM-10:00PM
 Monday/Wednesday, plus one Saturday per month
 2/7/18-6/14/18

Allegheny Campus Evening Class

Byers Hall Room 018
 XGC-600-57405 \$550 6:30PM-10:00PM
 Monday/Wednesday/Thursday, plus one Saturday per month
 2/26/18-5/23/18

Medical Rescue Team South Authority

315 Cypress Way, Pittsburgh, PA 15228
 XGC-600-57406 \$550 8:00AM-5:00PM
 Saturday 3/17/18-8/11/18

Ross West View EMS

5325 Perry Highway, Pittsburgh, PA 15229
 XGC-600-57407 \$550 8:00AM-5:00PM
 Saturday 3/17/18-8/11/18

Jefferson Hospital

Bibro Building
 565 Coal Valley Rd., Clairton, PA 15025
 XGC-600-57408 \$550
 Tuesday/Thursday, plus one Saturday per month
 3/20/18-7/31/18

RN/LPN REFRESHER COURSE

This 244-hour course is designed to provide meaningful instruction and practice for inactive registered and practical nurses. The course will assist students in the development of the skills and knowledge required for a position on a medical surgical unit. Students will be instructed through both classroom and clinical experiences. License reactivation is available. CPR is included and GNs are welcome!

Boyce Campus **XGB-004-3296** **\$1549** **40 Sessions**
 First week M-F 1/29/18

Remaining weeks

7:00AM–3:30PM	MT	2/5/18	Toth/Zupanc
9:00AM–1:00PM	WR	1/7/18	Toth/Taylor

Space is limited. Register early to avoid course cancellation. To register call 412.788.7546.

For more information visit ccac.edu or call Marilynn Toth at 724.325.6827.

RN/LPN REFRESHER PROGRAM

Boyce Campus, Spring 2018

Classes begin January 29

- Developed with the PA State Board of Nursing
- Established in 1993
- This 10-week program covers both theory and clinical
- GNs are welcome
- Nursing license reactivation test is included

Course number XGB-004-3296

Space is limited. Register early to avoid course cancellation. To register call 412.788.7546.

For more information visit ccac.edu or call Marilynn Toth at 724.325.6827.

NURSING HOME ADMINISTRATOR'S PROGRAM & RN/LPN REFRESHER PROGRAM

Spring 2018, Boyce Campus

- Approved by Commonwealth of Pennsylvania
- Established in 1993
- Taught by experts working in the field
- Up-to-date information/regulations
- NHA and PCHA continuing Education & Nursing license reactivation.
- GN's are welcome

Space is limited. Register early to avoid course cancellation. To register call 412.788.7546.

For more information visit ccac.edu or call Marilynn Toth at 724.325.6827.

NURSING HOME ADMINISTRATOR PROGRAM

SPRING 2018, Boyce Campus

Classes begin February 9

- Approved by Commonwealth of Pennsylvania
- Established in 1993
- Taught by experts working in the field
- Up-to-date information/regulations
- Approved for NHA and PCHA continuing Education

Course number XGC-774-3293

Space is limited. Register early to avoid course cancellation. To register call 412.788.7546.

For more information visit ccac.edu or call Marilynn Toth at 724.325.6827.

NURSING HOME ADMINISTRATOR (NHA) 120-hour Program

PA Board of Nursing Home Administration approved. This program consists of 16 instructional modules addressing all the topics covered by the Commonwealth of Pennsylvania's licensing exam. Modules can be taken individually and meet the continuing education requirement for current Nursing Home Administration and PCHA staff. A certificate of completion will be issued for each module.

Boyce Campus

NHA 16 Module Course **XGC-774-3293** **\$2,349** **16 Sessions**
 8:30AM–5:00PM FS 2/9/18 TBA

Register early to avoid course cancellation. Individual module registration is \$159 each. For module specific registration call 412.788.7546.

**CCAC NURSE AIDE TRAINING
SPRING 2018 SCHEDULE**

Students must register for both sections, Theory and Clinical. Register by calling 412.788.7546, visiting any main campus or at ccac.edu. Please visit ccac.edu for requirements and additional information. All documents must be completed two weeks before the class begins. A TABE test is required before entrance into this program.

XGB 308 3304	\$749	1/8–1/26/18	Braddock Hills Ctr.
XGB 309 3304	\$600	1/29–2/9/18	TBA
XGB 308 3305	\$749	1/29–2/15/18	Boyce
XGB 309 3305	\$600	2/16–3/01/18	TBA
XGB 308 3306	\$749	2/5–2/22/18	South
XGB 309 3306	\$600	2/23–3/8/18	TBA
XGB 308 3307	\$749	2/26–3/15/18	Homewood Brushton Ctr
XGB 309 3307	\$600	3/16–3/29/18	TBA
XGB 308 3308	\$749	3/5–3/22/18	Boyce
XGB 309 3308	\$600	3/23–4/6/18	TBA
XGB 308 3309	\$749	3/19–4/6/18	Braddock Hills Ctr.
XGB 309 3309	\$600	4/9–4/20/18	TBA
XGB 308 3310	\$749	4/16–5/3/18	South
XGB 309 3310	\$600	5/4–5/17/18	TBA
XGB 308 3311	\$749	4/23–5/10/18	Homewood Brushton Ctr
XGB 309 3311	\$600	5/11–5/24/18	TBA

HEARTSAVER® CPR AED

The AHA’s Heartsaver CPR AED course is a classroom, instructor-led course designed to prepare students to provide CPR and use an automated external defibrillator (AED) in a safe, timely and effective manner. Upon successful completion of the course, including a CPR and AED skills test, students receive a Heartsaver CPR AED course completion card, valid for two years.

Boyce Campus	XIA-441-57902	\$45	1 Session
8:30AM–12:30PM	S	1/20/18	Hart
North Campus	XIA-441-57903	\$45	1 Session
8:30AM–12:30PM	S	2/17/18	Hart
West Hills Center	XIA-441-57904	\$45	1 Session
8:30AM–12:30PM	S	3/17/18	Hart
South Campus	XIA-441-57905	\$45	1 Session
8:30AM–12:30PM	S	4/21/18	Hart
Allegheny Campus	XIA-441-57906	\$45	1 Session
8:30AM–12:30PM	S	5/18/18	Hart

**PROFESSIONAL CONTINUING EDUCATION
(PCE) PROGRAMS**

Accountant Continuing Education Seminar
April 2018
Email mbahur@ccac.edu or call 412.788.7383

Attorney Continuing Education Seminar
April 2018
Email bstellfox@ccac.edu or call 412.788.7385

Certified Employee Benefits Specialist (CEBS)
Starting spring 2018
Email bstellfox@ccac.edu or call 412.788.7385

EPA Lead Renovator & Abatement Programs
Starting spring 2018
Email fsekula@ccac.edu or call 412.788.7382

Insurance Career Preparation
Starting spring 2018
Email bstellfox@ccac.edu or call 412.788.7385

Pennsylvania Continuing Legal Education
Starting April 2018
Email bstellfox@ccac.edu or call 412.788.7385

Public Accountant, Enrolled Agent & Other Tax Practitioner Classes
Starting January 2018
Email mbahur@ccac.edu or call 412.788.7383

Real Estate Fundamentals & Practice
Starting spring 2018
Email fsekula@ccac.edu or call 412.788.7382

Real Estate Fundamentals & Practice—Online
Starting spring 2018
Email fsekula@ccac.edu or call 412.788.7382

Real Estate 14 Hours Continuing Education
Starting spring 2018
Email fsekula@ccac.edu or call 412.788.7382

COMMUNITY EDUCATION NONCREDIT REGISTRATION FORM

SPRING 2018

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

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

Have you ever served in the Military (circle one)? No Yes (see below)
Are you a dependent of a Veteran (circle one)? No Yes (see below)

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

Veteran Benefits:

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

Place of Permanent Address (check one)

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

Payment Must Be Enclosed (if applicable)
 Print Phone Number on Check or Money Order
 (Checks Payable to CCAC)

Mail To: Workforce Development Division Registration
 West Hills Center – Suite N1200
 1000 McKee Road
 Oakdale, PA 15071-1099

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

Refund Policy

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

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

Student Signature (Required for Enrollment): _____ Date: _____

If Sponsored, Authorizing Agency _____

& Signature: _____ Date: _____

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

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

FRP EMT-P FIRE DISPATCHER
 EMT NURSE POLICE OTHER

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

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

READY TO REGISTER?

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

For questions, please call 412.788.7507.

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

Payment must be made at the time of registration.

The following is necessary to process all registrations:

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

Online Registration

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

Phone-in Registration • 412.788.7546

Hours are 7:00 a.m. to 6:00 p.m. Monday thru Thursday. Friday call hours are from 7:00 a.m. to 3:00 p.m. There are no Saturday registration hours.

CCAC will be closed Friday, March 30 for Good Friday and Monday, May 28 for Memorial day. No calls will be processed.

PARKING ON CAMPUS

CCAC provides free parking to its students. Please be sure to display your parking permit on your car dash the dates you attend class. Your parking permit will be printed on your registration confirmation statement you will receive in the mail.

DAYS OF THE WEEK LEGEND

Abbreviations for the days of the week classes meet.

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

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

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

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

CCAC Nondiscrimination Policy

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

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

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