

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

COMMUNITY EDUCATION

Business and Entrepreneurship Schedule Summer 2021

Register via phone: 412-788-7546 or online at: www.shopcommunityed.ccac.edu.

Buying & Selling on Facebook Marketplace

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

Campus	Section #	Cost	Sessions	Time	Day of Week	Start Date	Instructor
Virtual Campus	YAI-027-1215	\$39	1 Session	07:00PM-09:00PM	W	06/09/21	Kay

Hands-On Social Media for Business Workshop

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

Campus	Section #	Cost	Sessions	Time	Day of Week	Start Date	Instructor
Virtual Campus	YAI-806-1215	\$69	2 Sessions	06:30PM-09:30PM	M	06/21/21	Barton

How to Finance Real Estate Purchases

This course will explain various methods of funding single and multi-family real estate transactions and will be useful for both first-time home buyers and real estate investors. Students will learn about traditional and creative strategies for financing real estate. Also covered will be borrowing requirements, avoiding common mistakes, spotting rate trends and explanations of finance as it pertains to borrowing. Students who take this class will gain valuable insights that will be helpful whether the intent is to buy a home to live in or to buy for investment purposes.

Campus	Section #	Cost	Sessions	Time	Day of Week	Start Date	Instructor
Virtual Campus	YAI-639-1215	\$39	1 Session	06:00PM-07:00PM	W	07/14/21	Suchy

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.

Campus	Section #	Cost	Sessions	Time	Day of Week	Start Date	Instructor
Virtual Campus	YGA-624-1215	\$39	1 Session	06:00PM-07:00PM	W	07/07/21	Suchy

How to Start a Small Business

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

Campus	Section #	Cost	Sessions	Time	Day of Week	Start Date	Instructor
South Campus	XGA-121-1540	\$119	5 Sessions	06:30PM-09:30PM	T	06/08/21	Wofford
Virtual Campus	XGA-121-1215	\$119	5 Sessions	06:30PM-09:30PM	R	06/10/21	Wofford

How to Select High Quality Tenants and 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.

Campus	Section #	Cost	Sessions	Time	Day of Week	Start Date	Instructor
Virtual Campus	YGA-608-1215	\$39	1 Session	06:00PM-07:00PM	W	07/08/21	Suchy

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.

Campus	Section #	Cost	Sessions	Time	Day of Week	Start Date	Instructor
Virtual Campus	YGA-029-1210	\$139	5 Sessions	06:30PM-09:30PM	W	06/09/21	Caye