

SPRING 2010

Non-Credit Schedule

Center for Continuing Education



LEARNING FOR LIFE



www.sunjcc.edu/continuinged



Computer Courses

Introductory Courses



Free Demonstration/ Open House

Come and learn because sometimes you don't even know the questions to ask. The first hour will be a demonstration of projects created in MS Word, MS Excel, MS PowerPoint, and MS Publisher designed to spark your interest. The second hour will be a chance for you to explore, ask questions, meet instructors, and review the sample projects. Call to reserve your seat.

Prerequisite: Working Knowledge of Windows. Limit 10 students.

North County Center

Jan. 27	Wed.	Free
9-11 a.m.	D. Wood-Sager NCTC 122	
Crs. #4562	2 hrs.	

Feb. 6	Sat.	Free
9-11 a.m.	D. Wood-Sager NCTC 122	
Crs. #4563	2 hrs.	

Feb. 9	Tues.	Free
9-11 a.m.	D. Wood-Sager NCTC 122	
Crs. #4564	2 hrs.	

Computers for Beginners

This course is designed for the new computer user. This hands-on class starts "at the beginning." Students are guided at a comfortable pace through basic computer terminology, turning the computer on and off properly, using a mouse, and working with various computer programs. The course is structured so students can practice at home between classes, then bring questions and problems to the next class.

Cattaraugus Campus

Jan. 22	Fri.	\$27
1-4 p.m.	TBA	TCCE 109
Crs. #4451	3 hrs.	

Jamestown Campus

Mar. 15, 17, 19	Mon., Wed. & Fri.	\$88
9 a.m.-12 p.m.	J. Haveron	CARN 109
Crs. #4576	9 hrs.	

North County Center

Jan. 30	Sat.	\$27
9 a.m.-12 p.m.	P. Alessi	NCTC 122
Crs. #4525	3 hrs.	

Computer Orientation

This session will help you understand computer vocabulary and the basic ways that computers can save you time and improve the quality of your work. You'll see demonstrations of popular software and get a better idea of how to plan your computer learning. Enjoy a short period of hands-on time at the computer.

Jamestown Campus

Jan. 7	Thurs.	\$27
6-9 p.m.	J. McGowan	CARN 108
Crs. #4575	3 hrs.	

Windows Foundation

A foundation is the basis for a thought or an idea. This course will introduce you to the basis of the windows operating environment which will guide most, if not all, of your computer experience. Whether you are new to the world of computers or desire to refresh some basic skills, this class will answer your questions in a supportive, non-technical manner. You will learn how to use a mouse, starting and working with programs, printing, the taskbar, shutting down properly, navigating around the desktop, and how different computer components interact together. If you have no idea what these items are and you have a computer at home or work-this class is a must!

Cattaraugus Campus

Feb. 2-16	Tues.	\$88
1-4 p.m.	TBA	TCCE 109
Crs. #4452	9 hrs.	



Working with Windows & File Management

This foundation course will introduce you to the features that are common to all Windows packages in addition to exploring the operating environment. This class introduces file creation, saving files correctly, and file management including: deleting, moving, copying, and finding lost files, plus other "must have" skills. We recommend this course as a prerequisite for any of the courses that contain Microsoft (MS) in the title.

Jamestown Campus

Mar. 15, 17, 19	Mon., Wed. & Fri.	\$88
1-4 p.m.	J. Haveron	CARN 109
Crs. #4583	9 hrs.	

Computer Maintenance

DIY-The Do's and Don'ts of PC Maintenance

Is your laptop or PC running slowly? Is it sick or just over worked? Come learn how to figure out if your computer has a virus or just needs more memory. Some topics include: how to add or remove programs, how to "clean" your computer so it works more efficiently, how to avoid getting viruses while online, and what to do with those automatic updates that keep popping up. This class is helpful for anyone with a home computer or laptop. Come learn things that could help avoid an expensive visit with the computer technician.

North County Center

Apr. 1	Thurs.	\$30
6-8 p.m.	D. Gibson	NCTC 123
Crs. #4505	2 hrs.	



Series— "I never knew what to ask"

If you are experiencing issues and/or problems relating to the individual topics below, bring in your questions and work with an expert instructor within these areas. We will discuss it together as a class until the issues are resolved! Come and "ask the Guru."



Purchasing a Computer & Related Equipment

Come ask the Guru what hardware and software to buy.

Jamestown Campus

Jan. 28	Thurs.	\$10
6-9 p.m.	J. McGowan	CARN 109
Crs. #4594	3 hrs.	



Working with MS Word

Come ask the Guru how to do something "simpler" using Word.

Jamestown Campus

Feb. 18	Thurs.	\$10
6-9 p.m.	J. McGowan	CARN 109
Crs. #4595	3 hrs.	



Working with MS Excel

Come ask the Guru how to "fix" that spreadsheet!

Jamestown Campus

March 25	Thurs.	\$10
6-9 p.m.	J. McGowan	CARN 109
Crs. #4596	3 hrs.	



Creating a Website

Come ask the Guru how to make your website more appealing!

Jamestown Campus

Apr. 22	Thurs.	\$10
6-9 p.m.	J. McGowan	CARN 109
Crs. #4597	3 hrs.	

Thanks to a partnership between the Chautauqua County Chamber of Commerce and Jamestown Community College, Chamber/MAST members qualify for a 15% discount on all computer and job-related programs offered at JCC's Jamestown Campus and North County Center, except where indicated. Please mention that you are a chamber member when you register.

(Online courses do not qualify for this discount.)

Computer Courses

Web Pages

Understanding Web Page Development

This class for beginners introduces the basics of creating a web page. Topics will include how to design a web site and the components necessary for placing it on the "web". This class will also introduce the processes and help you decide if you are ready to design and build your own web site.

North County Center
 Mar. 4 Tues. \$36
 6-9 p.m. R. Prince NCTC 122
 Crs. #4703 3 hrs.

Web Page Design

Create your own Web pages... learn to design them using the common Web language, HTML. Distinguish between awkward and effective web sites. Once your pages are created, learn how to publish them on the World Wide Web. Come try out Web Page Design!

North County Center
 Mar. 9 & 11 Tues. & Thurs. \$88
 6-9 p.m. R. Prince NCTC 122
 Crs. #4700 6 hrs.

Advanced Web Page Design

Build upon the skills you learned in Web Page Design. In Advanced Web Page Design, you will learn more ways to utilize the table structure in your web pages. You will also learn how to incorporate frames, and you'll discover how to develop your own forms, text boxes, checkboxes, radio buttons, and submit and reset buttons. Finally, get a brief introduction to java scripts -- the scripting language that is used to add a bit of pizzazz to your website development.

North County Center
 Mar. 16 & 18 Tues. & Thurs. \$88
 6-9 p.m. R. Prince NCTC 122
 Crs. #4701 6 hrs.

Promoting Your Web Site for FREE

There are FREE successful promotion techniques you can add to your web site. These will increase "hits", put you in the "top 20", and increase traffic. Learn how to optimize your investment in the web by using META tags, file and page names, search engine formulas (algorithms), and more FREE promotion tools. Learn how to use Google and other major search engines. **Prerequisite: Understanding Web Page Development and Web Page Design recommended, but not required. Please bring a Flash Drive/Memory Stick 512MB or larger to save your class work.**

North County Center
 Mar. 23 & 25 Tues. & Thurs. \$66
 6-9 p.m. R. Prince NCTC 122
 Crs. #4704 6 hrs.



Series— "Best Bang for Your Buck"

Maximum enrollment: 10—register early!



Basic Internet for the Beginner

During this hands-on class, beginners will become more computer literate by learning how to use the internet and terminology commonly used. Learn how to access the net, effectively search for information, and use search engines for faster search results.

Jamestown Campus
 Jan. 15 Fri. Free
 1-4 p.m. J. Haveron CARN 109
 Crs. #4601 3 hrs.



Basic Email & Social Networking

Learn to set up accounts, send and read email, reply to email and properly delete them when you are done with them. This course will also help you to upload and download pictures and attachments (do you know the difference?) Let us take some time to explain the social networking world such as Facebook and Twitter.

Jamestown Campus
 Jan. 22 Fri. Free
 1-4 p.m. J. Haveron CARN 109
 Crs. #4602 3 hrs.



Basic eBay and Auctions

Come learn how to buy and sell items on the Internet. We will cover all the steps needed to bid and win. These include: registration, finding an item, bidding, types of auctions, contacting the seller, what to do when you are the highest bidder, leaving feedback and payment methods.

Jamestown Campus
 Jan. 29 Fri. Free
 1-4 p.m. J. Haveron CARN 109
 Crs. #4603 3 hrs.



Basic Computer Concepts for the Beginning User

Students are guided at a "beginners" pace through basic computer terminology, turning the computer on and off properly, using a mouse, and working with various computer programs. The course is structured so students can practice at home between classes, then bring questions and problems to the next class.

Jamestown Campus
 Jan. 15-29 Fri. \$25
 9 a.m.-12 p.m. J. Haveron CARN 109
 Crs. #4598 9 hrs.



Basic Word Processing for the Intermediate User

You know enough to be dangerous; let us help you utilize word processing tools. You are self-taught and you know there is an easier way. Let us help you master other elements of basic word processing creating envelopes, formatting documents, tips and tricks to make your life easier. **This class is not for beginners.**

Jamestown Campus
 Feb. 12-26 Fri. \$25
 9 a.m.-12 p.m. J. Haveron CARN 109
 Crs. #4599 9 hrs.



Basic Spreadsheets for the Intermediate User

You know enough to be dangerous; let us help you utilize spreadsheet tools. You are self-taught and you know there is an easier way. Let us help you master other elements of basic Excel creating formulas, formatting sheets, working with charts and more tips and tricks to make your life easier. **This class is not for beginners.**

Jamestown Campus
 Mar. 12-26 Fri. \$25
 9 a.m.-12 p.m. J. Haveron CARN 109
 Crs. #4600 9 hrs.

Presentations/Graphics

MS PowerPoint

Want to really get your message across, organize your thoughts or just dazzle and dazzle? Try an MS PowerPoint presentation. Learn the elements every good presentation should contain, like the tools to create slides and/or handouts and transparencies, inserting graphics and text, animating the slide, inserting bullets and numbering and moving and copying text. You will also learn how to deliver an electronic slide show by using manual or automatic timing, speaker notes and other automated tools. A must have class for those who need help with presentations, this course in presentation software covers the basics you need to create, edit, format, store, and print slides.

Cattaraugus Campus
 May 25 & 27 Tues. & Thurs. \$59
 1-4 p.m. TBA TCCE 109
 Crs. #4457 6 hrs.

Jamestown Campus
 Apr. 19-23 Mon., Wed., & Fri. \$88
 1-4 p.m. J. Haveron CARN 109
 Crs. #4582 9 hrs.

Computer Courses

Word Processing

Intro. to Word Processing using MS Word-Part I

Increase your knowledge of computers and learn the basic fundamentals of word processing to help improve communication skills. These skills are used not only to create documents for work, but are also used to send e-mail, search the net, and are the foundation for home-based or work-based desktop publishing projects. Learn how to enter and format text, print documents, move and copy text, work with margins, lists, and indents. Skills learned in this class transfer to many other types of computer programs! This is a "must have" class if you will be working with computers.

Cattaraugus Campus

Mar. 2-9	Tues. & Thurs.	\$88
1-4 p.m.	TBA	TCCE 109
Crs. #4453	9 hrs.	

Jamestown Campus

Jan. 12-19	Tues. & Thurs.	\$88
9 a.m.-12 p.m.	M. Lessinger	CARN 109
Crs. #4571	9 hrs.	

North County Center

Feb. 1-3	Mon. & Wed.	\$75
6-9:30 p.m.	P. Alessi	NCTC 122
Crs. #4526	7 hrs.	

Feb. 9-11	Tues. & Thurs.	\$75
1-4:30 p.m.	D. Wood-Sager	NCTC 122
Crs. #4527	7 hrs.	

Intro. to Word Processing using MS Word-Part II

This course is a continuation of the skills learned in MS Word Part I. Class will cover: tabs, templates, borders and shading, clip art, drop caps, auto shapes, text boxes, and other inserted objects. Mail merge, mailing labels, and creating and working with tables will also be taught. Learn how to move around even the largest files and bring drab documents to life. **Prerequisite: MS Word Part I.**

Cattaraugus Campus

Mar. 16-23	Tues. & Thurs.	\$88
1-4 p.m.	TBA	TCCE 109
Crs. #4454	9 hrs.	

Jamestown Campus

Jan. 26-Feb. 2	Tues. & Thurs.	\$88
9 a.m.-12 p.m.	M. Lessinger	CARN 109
Crs. #4573	9 hrs.	

North County Center

Feb. 8-10	Mon. & Wed.	\$75
6-9:30 p.m.	P. Alessi	NCTC 122
Crs. #4528	7 hrs.	

Feb. 23-25	Tues. & Thurs.	\$75
1-4:30 p.m.	D. Wood-Sager	NCTC 122
Crs. #4529	7 hrs.	

Intro. to Word Processing using MS Word-Part III

Working with long documents will be the focus of this course to include the following topics: advanced table techniques, creating and formatting newspaper style columns, inserting footnotes, endnotes, headers and footers. Students will also work with styles and outlines, macros, track changes, protect documents and other workgroup collaboration features. This course is especially valuable for administrative assistants and those working online.

Prerequisite: MS Word Part I & II.

North County Center

Mar. 2-4	Tues. & Thurs.	\$75
1-4:30 p.m.	D. Wood-Sager	NCTC 122
Crs. #4530	7 hrs.	



Introducing Word for the Intermediate PC User

This course is designed for someone that is self-taught either in Windows or Word. This is not for the beginning user but someone who has experience and is now ready to learn how to use the tool. We will show you the right way to make your word processing easier. Topics are: creating templates, working with envelopes, mail merge and other "fun" tools.

Jamestown Campus

Mar. 29-Apr. 5	Mon. & Wed.	\$88
9 a.m.-12 p.m.	J. Haveron	CARN 109
Crs. #4577	9 hrs.	

Accounting

QuickBooks Part I

Learn to use this popular accounting package for small businesses to create customer invoices, record payments, prepare bank deposits, handle accounts payable, track credit card transactions, track and pay sales tax, manage inventory, run payroll, and more. *Students registering for this class should have a basic accounting background. Version 2009 is used.*

Jamestown Campus

Mar. 10-31	Wed.	\$146
1-4 p.m.	J. McGowan	CARN 108
Crs. #4610	12 hrs.	

QuickBooks Part II

Learn the finer points of using QuickBooks including managing data, customizing forms, creating special reports, using advanced payroll features, making job cost reports, and dealing with other aspects of QuickBooks. **Version 2009 is used.**

Jamestown Campus

Apr. 14-28	Wed.	\$117
1-4 p.m.	J. McGowan	CARN 108
Crs. #4611	9 hrs.	

Database

Intro. To Database Using MS Access—Part I

Database management packages (such as MS Access) are ideal tools for organizing and presenting data. Learn how to create tables, enter data, use queries to manipulate your data, and use forms and reports to present your data.

North County Center

Apr. 13 & 15	Tues. & Thurs.	\$75
1-4:30 p.m.	D. Wood-Sager	NCTC 122
Crs. #4536	7 hrs.	

Intro. To Database Using MS Access—Part II

This course picks up where MS Access – Level I leaves off. Learn how to simplify data entry using controls and subforms, automate procedures using macros, and integrate Access with Word and Excel.

North County Center

Apr. 20 & 22	Tues. & Thurs.	\$75
1-4:30 p.m.	D. Wood-Sager	NCTC 122
Crs. #4537	7 hrs.	

Intro. To Database Using MS Access—Part III

Take an already existing Access database or create a new one and we will help you create a basic project from start to finish. Topics include: creating multiple tables, relationships, and switchboards. This class should be for the very proficient Access user.

North County Center

Apr. 27 & 29	Tues. & Thurs.	\$75
1-4:30 p.m.	D. Wood-Sager	NCTC 122
Crs. #4538	7 hrs.	

Desktop Publishing

Working with MS Publisher

Learn desktop publishing tricks that get your posters, brochures and newsletters noticed. In this class you will use a step-by step, hands-on, skills-based approach that will lead to success. You will create an email letter, a brochure, and an invitation using text boxes. You will create a flyer, then add interest with graphics and draw in directions.

Jamestown Campus

Mar. 29-Apr. 5	Mon. & Wed.	\$88
1-4 p.m.	J. Haveron	CARN 109
Crs. #4581	9 hrs.	

Computer Courses

Spreadsheets

Intro. To Spreadsheets Using MS Excel—Part I

An electronic spreadsheet is how analyzing numbers is done in today's workplace. Spreadsheet packages are ideal tools for managing and displaying numeric data. Learn to build spreadsheets, improve their appearance, create formulas that automatically recalculate and turn numbers into charts and maps. Improve your marketability in the workforce.

Cattaraugus Campus

Apr. 13-20 Tues. & Thurs. \$88
1-4 p.m. TBA TCCE 109
Crs. #4455 9 hrs.

Jamestown Campus

Jan. 12-19 Tues. & Thurs. \$88
1-4 p.m. M. Lessinger CARN 109
Crs. #4572 9 hrs.

North County Center

Feb. 22 & 24 Mon. & Wed. \$75
6-9:30 p.m. P. Alessi NCTC 122
Crs. #4531 7 hrs.

Mar. 9 & 11 Tues. & Thurs. \$75
1-4:30 p.m. D. Wood-Sager NCTC 122
Crs. #4533 7 hrs.

MS Excel Part II

A continuation of Excel I, topics include MS Office and Web integration, and absolute, relative, and mixed-cell referencing. Working with multiple worksheets, templates, graphics, and the If and Lookup functions are also included. **Prerequisite: Working knowledge of Windows & MS Excel Part I.**

Cattaraugus Campus

May 4-11 Tues. & Thurs. \$88
1-4 p.m. TBA TCCE 109
Crs. #4456 9 hrs.

Jamestown Campus

Jan. 26-Feb. 2 Tues. & Thurs. \$88
1-4 p.m. M. Lessinger CARN 109
Crs. #4574 9 hrs.

North County Center

Mar. 8 & 10 Mon. & Wed. \$75
6-9:30 p.m. P. Alessi NCTC 122
Crs. #4532 7 hrs.

Mar. 16 & 18 Tues. & Thurs. \$75
1-4:30 p.m. D. Wood-Sager NCTC 122
Crs. #4534 7 hrs.

MS Excel Part III

A continuation of our Excel series, topics include macros, data analysis, pivot tables, styles, outlines and grouping, and advanced If and Lookup functions. **Prerequisite: Working knowledge of Windows and MS Excel Parts I & II.**

North County Center

Mar. 23 & 25 Tues. & Thurs. \$75
1-4:30 p.m. D. Wood-Sager NCTC 122
Crs. #4535 7 hrs.

Introducing Excel for the Intermediate PC User

This course is designed for someone that is self taught either in Windows or Excel. This is not for the beginning user, but someone who has experience and is now ready to learn how to use the tool. We will show you the right way to make spreadsheets easier. Topic discussed will be formulas, creating charts, and complicated formulas.

Jamestown Campus

Apr. 19, 21, 23 Mon., Wed. & Fri. \$88
9 a.m.-12 p.m. J. Haveron CARN 109
Crs. #4579 9 hrs.

Series—"Do You Know?"...

These classes are designed to cover a specific topic in a one-day format (one-hour lunch on your own)

How to Do a Complex Mail Merge Using Word?

When you want to send the same message to a number of people, use the mail merge feature! We can also help you with creating a mailing for newsletters, personalizing a form letter, or creating address labels. You'll be merging in no time at all!

Jamestown Campus

Jan. 13 Wed. \$67
9 a.m.-4p.m. J. Haveron CARN 109
Crs. #4586 6 hrs.

How to Organize Your Finances Using Excel?

This class will be a quick and dirty way to help you take control of your finances. First, learn how to set up a budget using excel, then create a check register to help you organize your spending. This will help you be more honest about where your money goes and how to keep more at home. Finally, a step-by-step answer to a ongoing problem.

Jamestown Campus

Jan. 27 Wed. \$67
9 a.m.-4 p.m. J. Haveron CARN 109
Crs. #4587 6 hrs.

How to Create a Newsletter Using MS Publisher?

Take a hands-on computer class to learn how to use Publisher to create your own newsletter. You'll find out how to break up the monotony of all that text, catch the reader's eye and get them reading the articles and ads. You'll also learn how to size and place the pictures, give it a professional look and so much more!

Jamestown Campus

Feb. 10 Wed. \$67
9 a.m.-4 p.m. J. Haveron CARN 109
Crs. #4588 6 hrs.

How to Organize a Collection For Insurance

Let us help you set up a database for your treasures. Protect your collection by recording pertinent information— where you obtained the item, price paid, picture, location stored and estimated value of the items. Easy to maintain-if you have a good way to organize and store your information.

Jamestown Campus

Feb. 24 Wed. \$67
9 a.m.-4 p.m. J. Haveron CARN 109
Crs. #4579 6 hrs.

How to Create Presentations Using MS PowerPoint

This course in presentation software covers the basics you need to create, edit, format, store, and print slides.

Jamestown Campus

Mar. 10 Wed. \$67
9 a.m.-4 p.m. J. Haveron CARN 109
Crs. #4591 6 hrs.

How to Create Resumes and Cover Letters

Create a professional resume and cover letter using Word. We will teach you how to create a table to take advantage of the many formatting benefits that tables allow.

Jamestown Campus

Mar. 24 Wed. \$67
9 a.m.-4 p.m. J. Haveron CARN 109
Crs. #4592 6 hrs.

How to Use Excel Data to Mail Merge

Do you have data or lists in Excel but don't know how to merge it? Come to this class and learn. We will show you how to merge it into letters, documents, forms, and more using MS Word and MS Publisher.

Jamestown Campus

Apr. 14 Wed. \$67
9 a.m.-4 p.m. J. Haveron CARN 109
Crs. #4590 6 hrs.

How to Create a Brochure Using Publisher?

This class includes quick demos, first-time help, fast design tips, wizards, and automatic insertion of continuation comments for next page text flow. Layout checker gives important designing tips for great-looking work.

Jamestown Campus

Apr. 28 Wed. \$67
9 a.m.-4 p.m. J. Haveron CARN 109
Crs. #4593 6 hrs.

Computer Courses



How to do Complicated Things...in Excel

This series is for the intermediate excel user. If you know how to manipulate or create basic spreadsheets...get to the next step and master additional topics that will help make your work easier.



Excel Formulas-Using the IF Statement

We can help you master the IF statement to let your spreadsheet make more definitive decisions for you. When created correctly, this will eliminate the need to check and recheck. We will discuss the IF, nested IF and the use of the lookup when creating formulas. IF you take this session, you won't regret it.

Jamestown Campus

Feb. 10	Wed.		\$10
1-4p.m.	J. McGowan	CARN 108	
Crs. #4604	3 hrs.		



Excel—Linking Cells to Cells, Sheets to Sheets and Workbooks to

Workbooks

Let excel do more of the busy work by designing your spreadsheets to read formulas and/or use formulas from other sources so you can stop duplications. This session will help you retrieve information and make it work for you. We will discuss linking cell to cell, cell to sheet, sheet to sheet and workbook to workbook.

Jamestown Campus

Feb. 17	Wed.		\$10
1-4p.m.	J. McGowan	CARN 109	
Crs. #4605	3 hrs.		



Excel—When You Need to Sort, Filter, and Create Formulas Based on

Criteria

Excel is really a database? If you need to extract information more easily you want to ask the data some questions. This session will help you to make your data work for you to answer those questions. We will discuss sorting, filtering and then answer specific questions of the data quickly and easily. This is perfect for anyone that works with a lot of information and has a lot of questions.

Jamestown Campus

Feb. 24	Wed.		\$10
1-4p.m.	J. McGowan	CARN 108	
Crs. #4606	3 hrs.		



How to do Complicated Things...in Word

This series is for the intermediate word user. If you know how to manipulate or create basic word documents...get to the next step and master additional topics that will help make your work easier.



Word—Work With Pictures and Text

Is word more than writing letters? Absolutely! Now you want to add pictures and different types of text to enhance your document. This class will allow you to create newsletters and other outstanding publications, like this one perhaps. We will discuss the use and manipulation of objects within the document itself.

Jamestown Campus

Feb. 12	Fri.		\$10
1-4p.m.	J. Haveron	CARN 109	
Crs. #4607	3 hrs.		



Word—Create a Program Using Tabs and Tab Leaders

A tab leader is needed to lead your eye to something...used mostly with programs, table of contents, or menus. This session will help you master tabs and when to use them and is great for anyone that needs to create brochures, flyers or programs. Even if you struggled with this before, let us help you with tips from the master to make every document look professional.

Jamestown Campus

Feb. 19	Fri.		\$10
1-4p.m.	J. Haveron	CARN 109	
Crs. #4608	3 hrs.		



Word—Create Long Documents with an Automatic Table of Contents

and Page Numbering

How do you let "Word" work for you? This sounds so easy but can be so complicated, but once you learn how to master this process, you will wonder why you have not learned how to do it sooner! We will discuss creating and changing a table of contents and working with different page numbering and types. We will also discuss odd and even headers and footers. This is a "must have" session for anyone that works with longer documents.

Jamestown Campus

Feb. 26	Fri.		\$10
1-4p.m.	J. Haveron	CARN 109	
Crs. #4609	3 hrs.		

Miscellaneous Computer



From Publisher to Post Office

Creating personalized invitations, seating cards or labels is easy. You can use an Excel file that contains the list of people and merge it with the publication. Many people don't know that MS Publisher even has mail merge capability. Use one list for the invitations, attendee list, seating cards, and your thank-you notes. Please bring a digital or hand-written list of people for your project. Make-It-Take-It!

Prerequisite: Working Knowledge of Windows. Limit 10 students.

North County Center

Apr. 24	Sat.		\$21
9 a.m.-12 p.m.	P. Alessi	NCTC 122	
Crs. #4545	3 hrs.		



From VHS to DVD Workshop

This is a hands-on workshop where you will take your VHS tape and digitize it. Learn how to copy your fragile VHS video media to the more durable DVD. Keep your home movies safe and make them more easy to share with family and friends. We can show you how to delete those embarrassing moments, put together a sentimental walk through childhood, or highlights from a successful career for your special occasion. Bring your tape and take home your project on DVD.

Prerequisite: Working Knowledge of Windows. Limit 10 students.

North County Center

May 1 & 8	Sat.		\$60
9 a.m.-12:30 p.m.	P. Alessi	NCTC 122	
Crs. #4546	7 hrs.		

GIFT CERTIFICATES

Want a wonderful idea for a birthday gift, anniversary gift, or any other special occasion? If so, then purchase a gift certificate for a non-credit course! Just contact the Center for Continuing Education nearest you for information or to request a gift certificate for the course of your choice. If you are not sure which course would be best for your friend or loved one, just state a dollar amount that can be applied to any of our offerings. What better way is there to say that you care?



Jamestown Community College

ed2go online courses are convenient, affordable and effective. Each ed2go course comes equipped with a patient and caring instructor and are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

Introduction to Microsoft Excel
Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Intermediate Microsoft Excel
Work faster and more productively with Excel's

Introduction to QuickBooks
Learn how to quickly and efficiently gain control over the financial aspects of your business. most powerful tools.

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Introduction to Microsoft Word
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