

FALL 2010

Course Schedule

Center for Continuing Education



LEARNING FOR LIFE



JAMBITOWN COMMUNITY COLLEGE

www.sunyfcc.edu/continuinged



1950 - 2010

WESTERN COASTAL COLLEGE

Career Enrichment

Health Related-Programs

Barrier Precautions

New York State law requires that persons licensed in identified health professions who practice in NYS must complete approved course work or training regarding infection control every four years to meet their licensing requirements.

Cattaraugus Campus

Sept. 20 Mon. \$30
6-9 p.m. M. Hutten TCCE 101
Crs. #5228 3 hrs.

Nov. 8 Mon. \$30
6-9 p.m. M. Hutten TCCE 101
Crs. #5229 3 hrs.

Jamestown Campus

Oct. 13 Wed. \$30
1-4 p.m. Y. Carlson CARN 123
Crs. #5157 3 hrs.

Dec. 1 Wed. \$30
1-4 p.m. Y. Carlson CARN 123
Crs. #5158 3 hrs.

North County Center

Sept. 1 Wed. \$30
1-4 p.m. Y. Carlson NCTC 115
Crs. #5142 3 hrs.

Nov. 3 Wed. \$30
1-4 p.m. Y. Carlson NCTC 115
Crs. #5143 3 hrs.

Barrier Precautions Online

Complete this course at your convenience. You need basic computer skills, internet access and email. For details:
www.sunyicc.edu/continuinged

Child Abuse Awareness

Training

As of January 1991, any individual applying initially, or for the renewal of a license, registration, certificate, or limited permit for certain occupations, must provide documentation that he or she has completed the required Child Abuse Identification and Reporting course. The program meets the requirements of the New York State Education Department.

Cattaraugus Campus

Oct. 18 Mon. \$35
6-9 p.m. C. Talbot TCCE 101
Crs. #5225 3 hrs.

Dec. 14 Tues. \$35
6-9 p.m. C. Talbot TCCE 101
Crs. #5227 3 hrs.

The Medical Office

Professional—A Basic Overview Course

Are you considering a career in the healthcare field or are you a medical office professional interested in furthering your career? If so, then this overview course is a great place to start. In this course you will learn basic medical terminology and medical office administrative procedures. The topics covered include managing communications, scheduling appointments, managing medical records, handling accounting responsibilities, billing and collecting payments, processing insurance claims, and supervising the front office. The types of work environments available to a medical office professional, the legal and ethical issues of the healthcare field, and basic communication skills will also be addressed in this introductory course.

North County Center

Sept. 14-Nov. 2 Tues. \$149
6-9 p.m. K. Ames NCTC 115
Crs. #5218 24 hrs.

IV Therapy Program

This 'didactic and classroom lab practice only' course, approved by the Pennsylvania State Board of Nursing, is designed for LPN's and others licensed to administer IV Therapy. Upon completion of this course, students will be able to identify site selection and preparation for venipuncture, calculate IV fluid rates, learn equipment uses, describe infection control techniques, and more. Clinical hours and techniques related to this training must be performed in-house at place of employment. **Class is limited to 20 students.**

Warren Center

Sept. 11, 18 Sat. \$179
8:00 a.m.-4:30 p.m. Curwen Building
Sept. 25 Sat.
8:00 a.m.-12 p.m. Curwen Building
Crs. #5196 3 hrs. total
Taught by: E. Muscarella, R.N. and
D. Triscari, R.N.



Everyone is welcome to participate in the following programs regarding Alzheimer's; however, they will be geared toward those who work with people afflicted with this disease.

These classes are conducted by the Education and Training Coordinator of the Alzheimer's Assoc. of WNY.



Alzheimer's: Power

Your Memory

This program provides a general memory health overview that gives you the information necessary to be proactive when it comes to keeping your brain healthy.

Cattaraugus Campus

Oct. 26 Tues. \$15
10:30 a.m.- K. Harvey TCCE 101
12 p.m.
Crs. #5232 1.5 hrs.



Alzheimer's: Know the

10 Signs

If you or someone you know is experiencing memory loss or behavior changes, it's time to learn the facts. Early detection of Alzheimer's disease gives you a chance to begin drug therapy, enroll in clinical studies, and plan for the future.

Cattaraugus Campus

Oct. 26 Tues. \$15
1-3 p.m. K. Harvey TCCE 101
Crs. #5231 2 hrs.



Alzheimer's: Create A

Safe Environment

A safe environment not only eases caregiver anxiety, but also helps the person with dementia feel more relaxed and reduces some challenging behaviors.

Cattaraugus Campus

Nov. 2 Tues. \$15
10:30 a.m.- K. Harvey TCCE 101
12 p.m.
Crs. #5233 1.5 hrs.



Alzheimer's: Dementia

Sensitivity Training

This hands-on training focuses on exercises that relate the challenges of caregiving to the activities of daily living and the daily at-home struggles of the person with Alzheimer's disease and their caregiver.

Cattaraugus Campus

Nov. 2 Tues. \$15
1-2:30 p.m. K. Harvey TCCE 101
Crs. #5234 1.5 hrs.



Counselor Training Series

Chemical Dependence Counselor Training Series

This 27-hour series includes the following topics: Aiding the Chemically Dependent or MICA Client in a Disaster, Introduction to Schema Therapy, Staff Wellness Training, and Communication Training. Courses vary in length and all courses are OASAS approved for CASAC, CPP, and CPS Initial Credentialing and Renewal. Participants can take classes individually or can take the series. **Register for the series and pay only \$189 - a 16% savings!**

Jamestown Campus

Sept. 22-Oct. 14 Wed. & Fri. \$189
Time Varies R. Vallone CARN 123
(see specific course)
Crs. #5273 27 hrs.

Aiding the Chemically Dependent or MICA Client in a Disaster

Be prepared with the knowledge and skills to respond to the needs of individuals with chemical dependence and coexisting mental health issues in the immediate aftermath of disasters and other emergencies. Learn to identify preexisting risk factors that may lead to increased psychological distress following a disaster. An assessment of needs will allow the clinician to refer those affected to the appropriate temporary treatment centers. Identify appropriate intervention strategies immediately following a disaster or trauma. The clinician will be able to describe preparedness and planning efforts that may mitigate the impact of disaster on those who are chemically dependent; those with additional psychiatric disabilities as well as practitioners and the community. (CASAC-Section II, CPP-Section I, CPS-Section I)

Jamestown Campus

Sept. 22 Wed. \$25
9 a.m.-12 p.m. R. Vallone CARN 123
Crs. #5279 3 hrs.

Introduction to Schema Therapy Schema Focused Therapy is incredibly helpful for individuals who get stuck in repeating destructive behavior patterns. It increases the effectiveness of clinicians working with clients who have histories of substance abuse, psychological trauma, and meet criteria for personality or other mental health disorders. Become acquainted with the 11 Lifetraps and the ways they play out in self-defeating behaviors of the adult. Components of assessment and the phases of treatment will also be presented. Upon completion, participants will have an understanding of the model and the steps for using this tool for the treatment of their clients. The course also includes the book "Reinventing Your Life" by Jeffrey E. Young, PhD and Janet S. Klosko, PhD. (CASAC-Section II, CPP-Section IV)

Jamestown Campus

Oct. 1 Fri. \$75
8 a.m.-5 p.m. R. Vallone CARN 123
Crs. #5280 9 hrs.

Counselor Series-continued

Staff Wellness Training

Participants will be better able to control their attitude and reactions to stressful situations as well as coworkers and those they serve in maintaining a positive attitude, greater energy, and better health. Additionally, clinicians will be able to relay the tools learned to their clients to help them better cope with the ups and downs of their lives. Through example exercises, individuals will acquire several techniques to reduce stress, improve health, and maintain a positive attitude. Setting of realistic goals by planning ahead and being prepared for any obstacles to our success as well as breaking down major goals into smaller, sequential steps will give individuals the tools they need to conquer any project or goal they may have. (CASAC-Section IV, CPP-Section III, CPS-Section III)

Jamestown Campus

Oct. 6 Wed. \$75
8 a.m.-5 p.m. R. Vallone CARN 123
Crs. #5281 9 hrs.

Communication Training

Communication is a two-way street. In this course you will examine communication processes and practices and the importance of taking responsibility for your communication activities. Specific topics include: perception, communication process, listening skills, and communication rules. You will learn: how you fit into the communication process, the importance of listening, nonverbal communication, and feedback, and why managers should welcome disagreement. (CASAC-Section II, CPP-Section II, CPS-Section II)

Jamestown Campus

Oct. 15 Fri. \$50
9 a.m.-4 p.m. R. Vallone CARN 123
Crs. #5282 6 hrs.

Parkinson's 101

If you are in the healthcare field and work with individuals who have Parkinson's disease, if you care for a family member with Parkinson's disease, or if you are interested in learning more about the disease, take this course. Participants in this class will be given valuable information including what Parkinson's disease is, its symptoms, the research that has been done, current forms of treatment, and possible causes. **This class is for informational purposes and is not a substitute for professional medical care.**

Jamestown Campus

Sept. 21 Tues. \$39
6-9 p.m. J. Fischer CARN 116
Crs. #5309 3 hrs.

North County Center

Sept. 28 Tues. \$39
6-9 p.m. J. Fischer NCTC 116
Crs. #5208 3 hrs.



How to for Caregivers: Improving Daily Hands-On Care

This program is for individuals who are caring for a loved one with memory loss. Topics to be discussed include providing personal care, mealtime, and communication skills. **This course is intended for family members.**

North County Center

Sept. 30 Wed. \$15
10:30 a.m.-12 p.m. K. Harvey, NCTC 119
Alzheimer's Assoc.
Crs. #5220 1.5 hrs.

Understanding Alzheimer's and Related Behaviors

JCC has partnered with the Alzheimer's Association to provide an overview of Alzheimer's disease, dementia, and their symptoms. A representative from the Alzheimer's Association will discuss how each disease affects a person's functional ability and how to improve their quality of life. Participants will also learn how to overcome challenging behaviors that come with these diseases and the possible triggers for these behaviors. **This course is intended for professionals. Continuing Education Units (CEU's) will be offered.**

North County Center

Sept. 30 Thurs. \$39
1-4 p.m. K. Harvey, NCTC 119
Alzheimer's Assoc.
Crs. #5221 3 hrs.



Caring for a Person with Dementia During the Holiday Season

Holidays can be a special time for everyone, but also can be very stressful. This session will help you understand the challenges that any holiday season or any large gathering may bring, whether in a home or a facility setting. **This course is intended for professionals. Continuing Education Units (CEU's) will be offered.**

North County Center

Nov. 10 Wed. \$29
10:30 a.m.-12 p.m. K. Harvey, NCTC 119
Alzheimer's Assoc.
Crs. #5222 1.5 hrs.



Career Enrichment

Succession Planning Series

- ◆ Are your managers retiring?
- ◆ Are you preparing for future growth and succession?
- ◆ How do you handle talent management?
- ◆ Do you know where to start?
- ◆ Will you be ready?

Take the Succession Planning Series (or any single course) and be ready! Take the entire series and save!

Cattaraugus Campus
 Oct. 14-Nov. 4 Thurs. \$199
 9 a.m.-12 p.m. J. Stevens TCCE 101
 Crs. #5403 12 hrs.

Succession Planning Series:

Talent Management

Succession Planning is the process used to identify and prepare talent (candidates) for key positions that become vacant as valued contributors leave an organization. Change is inevitable. Ignoring the demographics as generations enter and leave the workforce can leave an organization at a competitive disadvantage. This course focuses on how to establish a succession plan, identify and manage talent, and prepare people for new, key assignments.

Cattaraugus Campus
 Oct. 14 Thurs. \$59
 9 a.m.-12 p.m. J. Stevens TCCE 101
 Crs. #5253 3 hrs.

Succession Planning Series:

Succession Planning

Succession Planning is the process used to identify and prepare talent (candidates) for key positions that become vacant as valued contributors leave an organization. Change is inevitable. Ignoring the demographics as generations enter and leave the workforce can leave an organization at a competitive disadvantage. This course focuses on how to establish a succession plan, identify and manage talent, and prepare people for new, key assignments.

Cattaraugus Campus
 Oct. 21 Thurs. \$59
 9 a.m.-12 p.m. J. Stevens TCCE 101
 Crs. #5254 3 hrs.

Succession Planning Series:

Mentoring

Help individuals launch a mentoring relationship with a subordinate or co-worker by attending this presentation. Learn how to keep mentoring assignments on track. An assessment helps participants determine if they are ready to step up to a mentoring opportunity as mentor or mentee.

Cattaraugus Campus
 Oct. 28 Thurs. \$59
 9 a.m.-12 p.m. J. Stevens TCCE 101
 Crs. #5255 3 hrs.

Succession Planning Series:

Performance Appraisals

This course will help participants feel more comfortable with an aspect of management that almost no one likes. The importance of using an appraisal process to improve human performance is stressed. The focus is on the future, and how to discuss the strengths and developmental needs of employees while producing positive results.

Cattaraugus Campus
 Nov. 4 Thurs. \$59
 9 a.m.-12 p.m. J. Stevens TCCE 101
 Crs. #5256 3 hrs.

Lean Management for Non-Profit Organizations

We're all looking for ways to work smarter and leaner using existing resources (both financial and human). To that end, the Warren Center of Jamestown Community College cordially invites you to a free informational session on "Continuous Improvement in a Non-Manufacturing Environment Using Six Sigma and Lean concepts." Light refreshments will be available.

Warren Center
 Aug. 2 Mon. FREE
 7:30-9 a.m. J. Todaro Curwen Bldg.
 Crs. #5195 1.5 hrs.

Core Search—Mapping Your Life and Finding Your Happy Place

"Living the life you always wanted is a matter of choices." Consider how decisions about key interests and concerns affect your happiness. Take part in a process called a "Core Search". The goal is to begin developing and implementing a plan leading to greater personal fulfillment. This course is beneficial to anyone who works in a team environment.

Cattaraugus Campus
 Nov. 10 Wed. \$59
 9 a.m.-12 p.m. J. Stevens & TCCE 101
 R. Federowicz
 Crs. #5325 3 hrs.



¿Habla Español? Series

The following series is designed for those working with Spanish speaking employees and residents and those considering travel to Spanish speaking countries. These classes are designed for practical learning experiences and active participation is required. Save money and register for the entire series or take individual courses. **Class is limited to 20 students.**

Warren Center
 Aug. 24-Oct. 21 Tues. & Thurs. \$125
 6-8 p.m. A. Branch Curwen Bldg.
 Crs. #5190 36 hrs.



Basic Conversational Skills

Covers introductions, employment, feelings and opinions, emergencies, and using the telephone.

Warren Center
 Aug. 24-Sept. 9 Tues. & Thurs. \$50
 6-8 p.m. A. Branch Curwen Bldg.
 Crs. #5191 12 hrs.



On the Move

Ask for directions, and learn to travel across borders by plane, train, automobile, taxi, motorcycle, bus, and ship, plus how to understand local traffic within the city.

Warren Center
 Sept. 14-30 Tues. & Thurs. \$50
 6-8 p.m. A. Branch Curwen Bldg.
 Crs. #5192 12 hrs.



Accommodations and Entertainment

Find a room, hotel, vacation home and campsite, as well as shows and museums.

Warren Center
 Oct. 5-21 Tues. & Thurs. \$50
 6-8 p.m. A. Branch Curwen Bldg.
 Crs. #5193 12 hrs.





Effective Presentation Skills— From Start to Finish North County Center

Take the following courses and sharpen your presentation skills!

MS PowerPoint I

Learn the elements of PowerPoint like the tools to create slides, handouts, and transparencies. Learn to apply a Theme to achieve a professional look. Learn how to insert and edit graphics, sound, video, charts, and text. Choose animations and slide transitions that work, insert bullets and numbering, and set spacing and alignment. Learn to deliver an electronic slideshow using manual or automatic timing, speaker notes, and other automated tools. Know how to save your file so audio and video work the day you present. And last, know what you can print. A must have class for those who present. **There is no book for this class.**

North County Center

Oct. 12-14 Tues. & Thurs. \$75
1-4:30 p.m. D. Wood-Sager NCTC 122
Crs. #5295 7 hrs.

Speaking for Any Occasion

Heart pounding? Voice quivering? Face flushed? Is this how you feel when called upon to make a presentation? No matter what the occasion - team meeting, project report, customer presentation - few people truly like to speak before a group. Come join us and learn how to prepare and deliver an effective presentation with confidence. Topics include: relaxation, organization, practice, dynamic openings, choosing the right words, audio/visual aids, and handling questions.

North County Center

Oct. 15 & 29 Fri. \$53
9 a.m.-12:30 p.m. L. Powell-Fortna
Crs. #5329 7 hrs. NCTC 116

Presentation Technology

Checklist—Are You Ready?

So you thought that any presentation setting would have a lectern or podium, silly you. You saved your well-prepared PowerPoint presentation. Where are those videos and why doesn't the sound work? Don't assume—be prepared! Don't have cable failure, a sleepy laptop, or the "Black Screen of Death." Your audience has dedicated their time (a precious resource) to attend; be sure all goes well. Are you ready for a power failure, not having Internet access, or an 800 lumens projector that can't be seen even from the third row? One last question; Do you know why you need two sets of notes?

North County Center

Nov. 5 Fri. \$28
1-4 p.m. D. Wood-Sager NCTC 116
Crs. #5322 3 hrs.

Workshop—Presentation

Technology Checklist, Are You Ready?

So you know what to request and how to prepare in theory; now come and practice. Request what you need and be ready to present. The room will be set up as "requested." Practice with our equipment in three different rooms. This workshop is designed so you get comfortable with audio/visual presentation equipment including document cameras, projectors, microphones, electronic whiteboards and more.

North County Center

Nov. 12-19 Fri. \$53
1-4:30 p.m. D. Wood-Sager NCTC 116
Crs. #5324 7 hrs.

Workshop—Face to Face with

Skype

Have you heard of the communication resource called Skype but don't know how to get started? Skype is free software that makes video and voice calls, instant messages, and file sharing with other Skype users possible. Add a guest lecturer, show a performance preview, collaborate with others, view a natural or historic site, or invite a visitor to your presentation. Talk with people around the corner or across the world. These are just a few reasons you might want to use Skype. This workshop will show you how to use Skype effectively. Practice with a live connection.

North County Center

Dec. 3 Fri. \$28
1-4 p.m. D. Wood-Sager NCTC 119
Crs. #5326 3 hrs.

Continuous Improvement Basic

In these tough economic times do you want a method that will allow you to work smarter or leaner without cutting staff? If so, then take this course which will look at the basic Continuous Improvement tools (CI) in both traditional manufacturing settings and also for non-manufacturing or business roles. We will cover some basic tools involving Six Sigma and Lean manufacturing. This course is designed to be an introduction to Continuous Improvement and how it can be applied throughout all types of businesses. We will use a variety of lecture, hands on exercises, simulations, and homework to get a feel for how the tools can work in your business or organization. Prerequisite: participants are asked to come to the class with an improvement area in mind. Participants will receive the book "The Pocket Guide to Lean Six Sigma." **This book as well as continental breakfast is included in the cost of the class.**

Jamestown Campus

Oct. 1-Nov. 5 Fri. \$119
7:30-9:30 a.m. J. Todaro CARN A
Crs. #5245 12 hrs

Principles of Real Estate I

This 75-hour course, which is being offered as credit-free, meets the salesperson's certification requirements to qualify for the exam. Topics include Law of Agency, real estate instruments, contracts, land use regulations, financing, license law, valuation and listing process, human rights and fair housing, and real estate math. **Includes textbook. Class meets each Tues. & Thurs. from 4:30-8:30 p.m. and each Sat. from 9 a.m.-1 p.m. between specified dates.**

Cattaraugus Campus

Oct. 5-Nov. 16 Tues., Thurs., Sat. \$485
See times above L. Simons TCCE 110
Crs. #5236 75 hrs.

Security Guard Training—NYS 8 hour Pre-Licensing Course

This 8 hour pre-licensing security guard course is approved by the New York State Bureau of Municipal Police for participants to become a New York State Licensed Security Guard.

Cattaraugus Campus

Oct. 16 Sat. \$75
8 a.m.-4:30 p.m. D. French TCCE 101
Crs. #5346 8 hrs.

Jamestown Campus

Nov. 13 Sat. \$75
8 a.m.-4:30 p.m. D. French CARN A
Crs. #5349 8 hrs



The Business Case for Green Design

Attention manufacturers, small business owners, large scale corporations, school districts and any other organization in between – let's demystify the concept of going green and what it could mean for you. What are the benefits of retrofitting your business with "green" design or energy options and what exactly are these alternatives? Do you know the energy savings and other benefits this could bring? What about the potential savings of a company located in Chautauqua County via subsidies, rebates, tax credits, reduction of energy usage and available financing options? How about getting into "green" markets which could not only lead to job creation but also regional financial health? Come discuss the problems of current commercial buildings, possible "green" solutions to reduce energy costs, the financial aspect of instituting some green measures and new business potentials associated with the "green" movement. This is the perfect opportunity to learn what is out there and ways to get your business from bricks and mortar to culture into the green movement.

Jamestown Campus

Dec. 7-16 Tues. & Thurs. \$45
6-8 p.m. D. Harrington CARN A
Crs. #5350 8 hrs.

Career Enrichment

New **Succession Planning**
 Succession Planning is the process used to identify and prepare talent (candidates) for key positions that become vacant as valued contributors leave an organization. Change is inevitable. Ignoring the demographics as generations enter and leave the workforce can leave an organization at a disadvantage. Come learn to focus on how to establish a succession plan, identify and manage talent, and prepare people for new, key assignments.

Jamestown Campus
 Nov. 9 Tues. \$65
 8-11 a.m. J. Stevens CARN 123
 Crs. #5224 3 hrs.

North County Center
 Sept. 20 Mon. \$65
 1-4 p.m. J. Stevens NCTC 115
 Crs. #5259 3 hrs.

New **Communication Skills to Defuse Angry Customers & Resolve Problems**
 Using the right communication skills can help you defuse angry customers, resolve problem situations, and create more loyal customers. In this skill-based seminar, participants will learn how to confirm and defuse customer anger and complaints; demonstrate empathy; appropriately involve customers in reaching a resolution; when to ask supervisors for help; and some things to always say or never say to customers.

North County Center
 Oct. 14 & 21 Thurs. \$99
 1-4 p.m. R. Blake NCTC 115
 Crs. #5252 6 hrs.

New **Real Management Strategies for Maximizing**

"Generation Y" Employees
 The youngest workers entering the workplace are the "Generation Y" employees. They are computer savvy and prefer texting over phone calls or face-to-face meetings. Because of their reliance on technology, sometimes this generation is not understood by the Baby Boomers and Generation X employees. Explore the differences between each generation and discover strategies to help your mix of generations work in harmony.

Jamestown Campus
 Nov. 9 Tues. \$65
 8:30 a.m.-12:30 p.m. L. Powell-Fortna
 Crs. #5226 4 hrs. CARN 120

North County Center
 Oct. 19 Tues. \$65
 8 a.m.-12 p.m. L. Powell-Fortna
 Crs. #5209 4 hrs. NCTC 119

Professional Restaurant Personnel Series

New **Professional Standards for Restaurant Personnel**

Do you want to keep your customers coming back time and again? Do you want to attract new customers? The answer is to keep them happy and the secret is to have a well trained staff with the proper knowledge. This class is for those who are already working in the industry or even those who would like to be working in the restaurant and/or hospitality industry. Reap the rewards! **Take the entire series and SAVE!**

Jamestown Campus
 Sept. 13-Oct. 11 Mon. \$100
 Time varies (see G. Batrouny CARN B
 specific course)
 Crs. #5283 18 hrs.

New **Restaurant Essentials**
 Learn the basics of good table service etiquette including set up, priorities, side work, preparation terminology, knowing your product, and selling strategies.

Jamestown Campus
 Sept. 13 Mon. \$39
 8 a.m.-3 p.m. G. Batrouny CARN B
 Crs. #5284 6 hrs.

New **Restaurant Customer Service**

Customer Service is the most important aspect of the hospitality industry. This class includes attitude development, interpersonal skills, communication, the art of listening, and customer retention.

Jamestown Campus
 Sept. 20 Mon. \$24
 8 a.m.-12 p.m. G. Batrouny CARN B
 Crs. #5285 4 hrs.

New **Tapping Your Hidden Potential**

You are the face of your restaurant. How do you find your hidden potential? This class will cover your personality, your responsibility, vision, time management, strategies, and decision making.

Jamestown Campus
 Sept. 27 Mon. \$14
 8-10 a.m. G. Batrouny CARN B
 Crs. #5286 2 hrs.

New **Restaurant—Team Effectiveness**

We are only as good as our entire team. Come and learn your role in your company's success, mastering difficult situations, problem solving, goal achievement, camaraderie, atmosphere, and more.

Jamestown Campus
 Oct. 4 Mon. \$24
 8 a.m.-12 p.m. G. Batrouny CARN B
 Crs. #5287 4 hrs.

New **Wine Terminology**
 How to sell wine, how to present and how to serve wine are all components of this class; plus types, characteristics and phonetic pronunciations will be included.

Jamestown Campus
 Oct. 11 Mon. \$14
 8-10 a.m. G. Batrouny CARN B
 Crs. #5288 2 hrs.

New **Basic Writing for Business**

Even with the most recent technology such as Twitter, Facebook, Texting, and Blogging, when we talk about business there is still a need to correspond in writing. In "Basic Writing for Business" we will review some key elements such as spelling, grammar, punctuation, formatting, and sentence structure, as well as the criteria needed to produce business documents such as proposals, reports, meeting agendas and minutes, and research for grant writing.

Jamestown Campus
 Oct. 19 & 21 Tues. & Thurs. \$39
 8 a.m.-12 p.m. V. Westling CARN 123
 Crs. #5323 8 hrs.

North County Center
 Oct. 28-Nov. 11 Thurs. \$45
 1-4 p.m. V. Westling NCTC 116
 Crs. #5318 9 hrs.

New **Marketing Using Social Networking Sites**

Social Networks such as Facebook and Twitter are being used by almost everyone these days and are an underutilized marketing strategy for small businesses. Come and learn how you can tap into this broad market to advertise your business and/or services.

Jamestown Campus
 Oct. 6 Wed. \$29
 8 a.m.-12 p.m. J. McGowan CARN Thtr.
 Crs. #5347 4 hrs.

New **Quickbooks for Small Business**

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
 Oct. 13-27 Wed. \$146
 8 a.m.-12 p.m. J. McGowan CARN 109
 Crs. #5348 12 hrs.

The Smart Start to Your Business!

Training Programs *Customized to Meet Your Needs...*

A trained workforce is key to remaining competitive. JCC's Center for Continuing Education can meet your company or organization's training needs. Any program in this Publication can be customized!

For more information on JCC's training programs, contact the Center for Continuing Education nearest you...

**Jamestown Campus
Continuing Education
Carnahan Building, PO Box 20
Jamestown, NY 14702-0020
716.338.1005
Fax 716.338.1456**

**JCC-North County Center
10807 Bennett Rd.
Dunkirk, NY 14048
(716) 363.6500
Fax 716.363.6590**

**JCC-Warren Center
Curwen Bldg.,
185 Hospital Dr.
Warren, PA 16365
814.723.3577
Fax 814.723.3951**

**JCC-Cattaraugus Campus
Continuing Education
260 N. Union St.
Olean, NY 14760
716.376.7506
Fax 716.376.7031**

www.sunyjcc.edu/continuinged

Business Basics

On-Line Course



- * What makes a successful entrepreneur?
- * Where do I find information?
- * Do I have everything I need?
 - Finance
 - Marketing
 - Attorneys
 - Accountants
 - Regulations
 - Forms of Business Organizations
 - Business Plans
 - Record Keeping
 - Resources & More

For more information go to:
<http://www.sunyjcc.edu/sbdc>
or call SBDC at (716) 338-1024





>Instructor-Facilitated

Online Learning

All instructor-facilitated online courses run for six weeks (with a 10-day grace period at the end). 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 and at any time of the day or

New course sessions begin monthly.

Please visit our Online Instruction Center to see exact start dates for

Courses Start as Low as:

\$79

Enroll Now!

Give us a call

(716) 363-6500

or follow the easy steps below

How to Get Started:

1. Visit our Online Instruction Center:

www.ed2go.com/jamestown

2. Click the Courses link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with the user-

Requirements:

All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center

Jamestown Community College

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

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

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grantwriting
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

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

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Intermediate Microsoft Excel
Work faster and more productively with Excel's most powerful tools.

Introduction to Microsoft Access
Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word
Learn how to create and modify documents with the world's most popular word processor.

Project Management Fundamentals
Gain the skills you'll need to succeed in the fast-growing field of project management.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to Dreamweaver
Harness the broad range of capabilities Dreamweaver brings to Web development.

Introduction to PC Troubleshooting
Learn to decipher and solve almost any problem with your PC.

Introduction to PowerPoint
Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages II
Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

Discover Digital Photography
An informative introduction to the fascinating world of digital photography equipment.

**MORE COURSES AVAILABLE
AT OUR ONLINE INSTRUCTION CENTER.**

www.ed2go.com/jamestown

Enroll Today!

Jamestown Community College



Prepare for a **GREENER** future!

Online Career Training Program

The green industry, including building and energy efficiencies, is experiencing tremendous growth! ed2go now offers premier building performance programs designed to prepare students to enter the green workforce or transition into a new green job. Principles of Green Buildings (PGB) and Performing Comprehensive Building Assessments (PCBA) are offered individually, or as a bundle program titled Building Analyst Quick Start. All three programs lead to industry certification.

Building Analyst Quick Start Program (BPI BA Certification) - Hours: 60

This building performance program combines two premier programs; Principles of Green Buildings and Performing Comprehensive Building Assessments for an extensive overview of green building.

Principles of Green Building - Hours: 30

This program teaches individuals in the building, remodeling, or trade industry the principles of making buildings perform more efficiently. Students learn the major sub-systems that affect the way the entire structure system performs and how to optimize buildings to provide the best energy efficiency and a healthy environment for its occupants. Completion of this program is recognized by both BPI and NATE for 28 hours of continuing education units applicable to several BPI and NATE certifications.

Performing Comprehensive Building Assessments - Hours: 30

This intermediate program is geared toward conducting visual building inspections, performing diagnostic testing, and determining residential building improvement opportunities in the field; then documenting a home's performance, prioritizing improvements, and preparing a work scope that will guide the homeowner's decision making process. Performing Comprehensive Building Assessments helps prepare students for BPI Building Analyst Certification and NATE HVAC Efficiency Analyst Certification (Senior Level).

To learn more or enroll, please visit

www.ed2go.com/jamestown



| Learn More

Online Learning Anytime, Anywhere...Just a click away!

Jamestown Community College

The Manufacturing Technology Institute



MTI is a partnership of Jamestown Community College, the Manufacturer's Association of the Southern Tier, and the Chautauqua County Chamber of Commerce

Manufacturing is Essential!

- Grows the economy. Every \$1.00 in manufactured goods generates an additional \$1.37 worth of additional economic activity - more than any other economic sector.
- Invents the future. Manufacturers are responsible for more than 70 percent of all business R&D.
- Competes internationally. The United States is the world's 2nd largest exporter; 61 percent of all U.S. exports are manufactured goods, double the level of 10 years ago.
- Generates productivity increases. Over the past two decades manufacturing productivity gains have been more than double (actual figure 2.5 times) that of other economic sectors.
- Provides rewarding employment. Manufacturing compensation averages more than \$65,000, the highest in the private sector, and manufacturers are leaders in employee training.

Upgrade the technical skills of your workforce with Jamestown Community College through programs such as:

- Fundamentals of Manufacturing Technology
- Welding Technology
- Machine Tool Technology
- Industrial Maintenance Technology
- Digital Electronics

Here is a sample of some of the customized trainings we can provide to your company or organization:

- AC Electricity
- Basic Auto CAD
- Basic Electrical
- Basic Forklift Operator Training
- Basic Hydraulics/Pneumatics
- Basic Math
- Blueprint Reading
- CNC Programming
- DC Electricity
- Digital Electronics
- Electrical Devices and Circuits
- Electronic Instrumentation
- Engineering Drawing
- Gauging
- Machine Theory and Operation
- Measurement and Gauging
- Press Brake Operator
- Programmable Logic Controllers
- Shop Math
- Welding

To discuss Manufacturing Technology Training Opportunities, contact the Center for Continuing Education nearest you:

Jamestown Campus	716.338.1005
Olean Campus	716.376.7506
North County Center	716.363.6500
Warren Center	814.723-3577

