

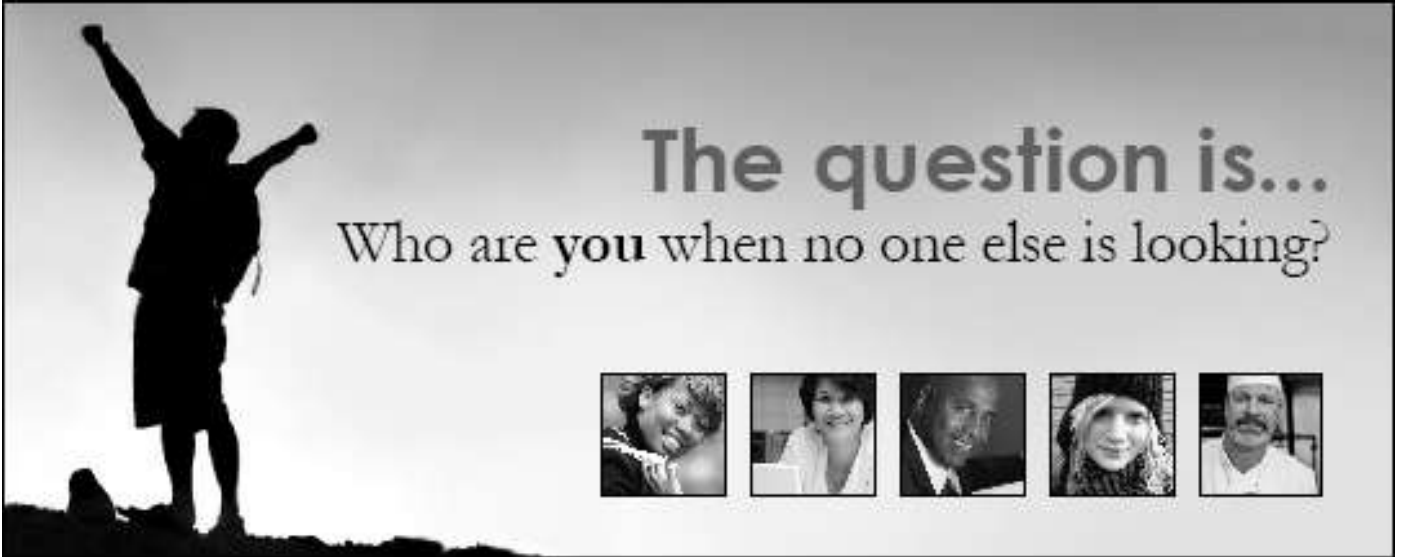
# SPRING 2012

## Course Schedule

Center for Continuing Education



LEARNING FOR LIFE



### Do You Like Unique Topics?

20 Wishes  
"In a Pig's Eye!"  
Natural Printmaking  
The Spiritual Dimensions of Alzheimers  
Workshop: Holiday Crafts Using a Cricut®  
Dog About Town, the Social Pet

### Are You a Technology Guru?

Social Media and Your Business  
Facebook™ for Beginners  
InDesign I and II  
Presentation Technology Checklist  
Family Tree Maker™  
Conducting Meetings Using Technology

### Health & Wellness Important to You?

Natural Healing  
Being Vegan/Vegetarian  
Practical Self-Defense  
Mindful Meditation  
Hip Hop for Weight Loss  
Alzheimer's & Dementia Workshops

### Are You An Artist?

Exploring Watercolor Painting  
Abstract Expressive/Portrait Painting  
Master Works  
Flower Pounding

### World's Learning Center Program

Life is an Improv  
Mindful Meditation  
Natural Healing  
Improv for All Ages  
Exploring Watercolor Painting  
Astrology: Why Can't We Just All Get Along

### Want to Improve Your Workplace?

Non-Profit Management Series  
Engaging & Motivating Your Staff  
Step Up Your Game! Meetings that Inspire  
Notary Public Preparation Course  
Delivering On Your Company Promise  
Developing Others

### Enhance Your Job Skills

Become a Personal Trainer  
Advanced Topics for Supervisors  
Creativity and Innovation for Professionals  
Generational Insights  
Blueprint Reading and Shop Math  
Professional Standards for Restaurant Personnel

### Family Fun

Workshop: Lego™ Robotics for Family Teams  
Fitness for Family and Fun  
Take a Trip Down Memory Lane  
It's A Dog's Life—Canine College for Kids!  
Improv for All Ages

For course index see page 31.

## NEW PROGRAMS

### Cattaraugus County Campus:

Delivering on  
Your Company Promise



### Jamestown Campus:

Creativity and Innovation  
Series for Professionals



### North County Extension Center:

It's Your Career,  
What Are You Going to Do With It



### Warren Center:

PrimeTime Series



This publication is also available online at  
[www.sunyjcc.edu/continuinged](http://www.sunyjcc.edu/continuinged)  
You may discover additional courses  
added throughout the semester!

## INSIDE

see page 18 for a listing of NEW courses

### Enhance Your Career

#### Alzheimer's & Dementia Programs

pages 10, 21 & 22

Barrier Precautions Classes  
page 10

Computer Classes  
pages 4—8

Creativity & Innovation for  
Professionals  
page 13

Leadership Series  
page 12

Notary Public Classes  
page 16

Online Classes  
pages 8, 9, 10, 16, & 28

Supervisory Training Series  
page 15

### Enrich Your Life

All About U Classes  
page 21

Art Classes  
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Health and Wellness  
pages 21, 22, 24, 25 & 26

PrimeTime Series of Courses  
page 26

Retirement Planning Today  
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#### World's Learning Center Programs

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# Computer Courses

The computer labs at each of our facilities will have Microsoft Windows 7 and Office 2010. Our community training is designed so that the skills learned will transfer nicely to previous versions of the software. In addition, many of our Continuing Education computer labs have the functionality to train with Office 2007 upon request. Please call the office nearest you for further details.

## Word Processing

Intro. to Word Processing using MS Word-Part I

Microsoft Word is used to create, revise, and save documents for future use. Students will receive instruction on the Word 2010 Interface, creating and using autocorrect entries, spell and grammar check, thesaurus, and find and replace features. Also covered are how to insert and remove page breaks, adjust margins, change line spacing, set, modify and remove tabs, cut, copy, & paste text, and create a mail merge for letters, labels or envelopes.

### Cattaraugus Campus

Jan. 4, 9 & 11 Mon. & Wed. \$88  
1-4 p.m. C. Lopez TCCE 109  
Crs. #4216 9 hrs.

Jan. 4, 9 & 11 Mon. & Wed. \$88  
5:30-8:30 p.m. C. Lopez TCCE 109  
Crs. #4218 9 hrs.

### North County Center

Feb. 4 & 11 Sat. \$70  
9 a.m.-12:30 p.m. P. Alessi NCTC 122  
Crs. #4284 7 hrs.

Intro. to Word Processing using MS Word-Part II

Work with tables creating, sorting, performing calculations, and adjusting properties in a table. You will also create and edit documents which include Word Art, clip art, drop caps, auto shapes, text boxes and other objects. Use your creative side as you format a newsletter quickly trying out format changes using built-in and custom styles. Create and edit templates that will give your work a consistently professional look and save you time. Move around even the largest files and bring drab documents to life quickly by using the easy routines you learn in this class. **Prerequisite: MS Word Part I.**

### Cattaraugus Campus

Feb. 22, 27 & 29 Mon. & Wed. \$88  
1-4 p.m. C. Lopez TCCE 109  
Crs. #4217 9 hrs.

Feb. 22, 27 & 29 Mon. & Wed. \$88  
5:30-8:30 p.m. C. Lopez TCCE 109  
Crs. #4219 9 hrs.

### North County Center

Feb. 25 & Mar. 3 Sat. \$70  
9 a.m.-12:30 p.m. P. Alessi NCTC 122  
Crs. #4287 7 hrs.

Intro. to Word Processing using MS Word-Part III

Work with long documents in this course to include advanced table techniques; index, table of contents, headers, footers, cross references, and page numbering. Students create and edit macros. Set document passwords and restrict editing in a document. Collaborate in Word using a typical editing and reviewing process. This course is especially valuable for administrative assistants and those working online. Use integration to create a MS PowerPoint presentation and place a MS Excel chart in MS Word. **Prerequisite: MS Word Part I & II.**

### North County Center

Mar. 16 Fri. \$70  
8:30 a.m.-4:30 p.m. P. Alessi NCTC 122  
Crs. #4288 7 hrs.

Mail Merge Using Word

When you want to send the same message to a number of people, you can use MS Word's Mail Merge feature. We can also help you with creating a mailing for newsletters, personalizing a form letter, or creating address labels. Use this for your next family reunion reminder, toy party invitation, or Christmas letter.

### Cattaraugus Campus

Mar. 21 Wed. \$29  
1-4 p.m. C. Lopez TCCE 109  
Crs. #4223 3 hrs.

## Database

Intro. To Database Using MS Access—Part I

A database is a collection of information that is related. A database can be a fantastic tool when built correctly and understood by the user. The beginning course will explain correct database design, structure and creation. Table structure is discussed along with working with data such as retrieving, formatting and printing. Other topics will include database vocabulary, common mistakes; database "what ifs" and problem-solving techniques. This course is most successful if you have a project that needs better organization that you can bring with you to class.

### North County Center

Mar. 19-26 Mon. & Wed. \$88  
9 a.m.-12 p.m. D. Wood-Sager NCTC 122  
Crs. #4289 9 hrs.

Intro. To Database Using MS Access—Part II

This course is perfect as a next step after the basic database is created. Relationships are the keys to good database design and to retrieve answers needed from your data. Time is spent asking the database questions, performing calculation with the data, and creating custom forms and reports. In addition, creating the right relationships to work over multiple tables, more complex data retrieval, and creations of forms for convenient data input will be taught. **Prerequisite: Intro to Database Part I.**

### North County Center

Apr. 16-23 Mon. & Wed. \$88  
9 a.m.-12 p.m. D. Wood-Sager NCTC 122  
Crs. #4291 9 hrs.

Intro. To Database Using MS Access—Part III

In our previous database courses we created, tweaked, and used the database to organize our information. In Part III, we will expand on more complex concepts by working with multiple tables and complex relations. This will give us the tools to retrieve data with little duplication, create better user input tools, and modify forms and reports to perform calculations. Time is also spent customizing the menus and adding security to the database. **Prerequisite: Intro to Database Part I and Part II.**

### North County Center

May 14-23 Mon. & Wed. \$88  
9 a.m.-12 p.m. D. Wood-Sager NCTC 122  
Crs. #4293 9 hrs.

## Attention CHAMBER Members

### Chautauqua County:

Thanks to a partnership between the Chautauqua County Chamber of Commerce and JCC, 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.*)

### Cattaraugus County:

Greater Olean and Salamanca Chamber members please call for details on your eligibility to receive a 15% discount on computer and job-related courses. 716.376.7506

## Spreadsheets

### Intro. To Spreadsheets Using MS Excel—Part I

Microsoft Excel is used to manage, display, and save numerical data. Students will receive instruction on the Excel 2010 Interface, entering data into cells, viewing data, and printing out worksheets. Also covered are formatting numbers and text; using the format painter; inserting, deleting, and modifying rows and columns; creating and using formulas with fixed and relative referencing; creating and modifying charts.

#### Cattaraugus Campus

|                  |             |          |
|------------------|-------------|----------|
| Jan. 23, 25 & 30 | Mon. & Wed. | \$88     |
| 1-4 p.m.         | C. Lopez    | TCCE 109 |
| Crs. #4303       | 9 hrs.      |          |

|                  |             |          |
|------------------|-------------|----------|
| Jan. 23, 25 & 30 | Mon. & Wed. | \$88     |
| 5:30-8:30 p.m.   | C. Lopez    | TCCE 109 |
| Crs. #4305       | 9 hrs.      |          |

#### North County Center

|                   |           |          |
|-------------------|-----------|----------|
| Mar. 24 & 31      | Sat.      | \$70     |
| 9 a.m.-12:30 p.m. | P. Alessi | NCTC 122 |
| Crs. #4294        | 7 hrs.    |          |

### MS Excel Part II

Topics include managing multipage worksheets; freezing headings and splitting worksheet windows; adding graphics to worksheets; creating, saving and using templates; locking and unlocking cells; applying worksheet protection by setting a password; attaching a digital signature; creating and managing multiple-sheet workbooks; copying formatting between worksheets; using linked formulas; creating hyperlinks to areas within the workbook and to other documents; creating and modifying tables that can be sorted and filtered; hiding detail data using the outline and grouping commands. **Prerequisite: Working knowledge of Windows & MS Excel Part I.**

#### Cattaraugus Campus

|                |             |          |
|----------------|-------------|----------|
| Mar. 5, 7 & 12 | Mon. & Wed. | \$88     |
| 1-4 p.m.       | C. Lopez    | TCCE 109 |
| Crs. #4224     | 9 hrs.      |          |

|                |             |          |
|----------------|-------------|----------|
| Mar. 5, 7 & 12 | Mon. & Wed. | \$88     |
| 5:30-8:30 p.m. | C. Lopez    | TCCE 109 |
| Crs. #4225     | 9 hrs.      |          |

#### North County Center

|                   |           |          |
|-------------------|-----------|----------|
| Apr. 21 & 28      | Sat.      | \$70     |
| 9 a.m.-12:30 p.m. | P. Alessi | NCTC 122 |
| Crs. #4295        | 7 hrs.    |          |

### MS Excel Part III

Topics include creating and formatting PivotTable and PivotCharts; creating macros to automate routine tasks; using the PMT and FV functions; learning to use Goal Seek, Solver, the Analysis ToolPak, and the Scenario Manager; using 3-D cell references; applying the HLOOKUP, VLOOKUP, and IF functions; consolidating data from detail worksheets and group worksheets; using Data Validation and Conditional Formatting; creating data tables and trendlines; setting up project folders; inserting comments into workbooks; creating shared workbooks; and using the change history tracking feature.

**Prerequisite: Working knowledge of Windows and MS Excel Parts I & II.**

#### Cattaraugus Campus

|                  |             |          |
|------------------|-------------|----------|
| Apr. 11, 16 & 18 | Mon. & Wed. | \$88     |
| 1-4 p.m.         | C. Lopez    | TCCE 109 |
| Crs. #4301       | 9 hrs.      |          |

#### North County Center

|                     |           |          |
|---------------------|-----------|----------|
| May 4               | Fri.      | \$70     |
| 8:30 a.m.-4:30 p.m. | P. Alessi | NCTC 122 |
| Crs. #4296          | 7 hrs.    |          |

## Accounting

### QuickBooks 2012—Level 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, and more. *Students registering for this class should have a basic accounting background. Version 2012 is used.*

#### Jamestown Campus

|                     |            |          |
|---------------------|------------|----------|
| Jan. 25, Feb. 1 & 8 | Wed.       | \$113    |
| 6-9 p.m.            | J. McGowan | CARN 109 |
| Crs. #4343          | 9 hrs.     |          |

### QuickBooks 2012—Level II

Learn the finer points of using QuickBooks including managing data, customizing forms, creating special reports, working with the general ledger, using payroll features, making job cost reports, and dealing with other aspects of QuickBooks. **Prerequisite: Quickbooks 2012 Level I—or a good knowledge of Quickbooks. Version 2012 is used.**

#### Jamestown Campus

|               |            |          |
|---------------|------------|----------|
| Apr. 14-May 2 | Wed.       | \$113    |
| 6-9 p.m.      | J. McGowan | CARN 109 |
| Crs. #4344    | 9 hrs.     |          |



### JCC's Center for Continuing

Education is proud to be an active partner in the Prendergast Library's Public Computing Center, which provides FREE computer and workforce-related courses courtesy of funding by the Broadband Technology Opportunities Program (BTOP). Along with these courses, the BTOP grant project is designed to provide the public with free high speed internet, offering access to resources to support job search and career advancement. All courses offered at Prendergast Library located at 509 Cherry Street, Jamestown, NY 14701.

For more information on available courses and to register, call

716) 484-7135 ext. 225

or visit: [http://](http://prendergastlibrarypcc.weebly.com/class-schedule.html)

[prendergastlibrarypcc.weebly.com/class-schedule.html](http://prendergastlibrarypcc.weebly.com/class-schedule.html)

# Computer Courses

## Social Networking



### FaceBook for Beginners

Learn to set up your personal page, navigate and revise your information, manage and understand privacy settings, integrate photos, respond to messages, play games and more. *No tuition waivers.*

#### Warren Center

Feb. 22 Wed. \$29  
6-9 p.m. J. McGowan Curwen Bldg.  
Crs. #4267 3 hrs.



### FaceBook Ads

You've probably noticed the sponsored ads on Facebook and wondered what is involved in setting one of them up for your organization. This course will review setting up an ad, how to modify settings for targeted audiences, and a review of the reports that you have access to with each ad.

#### Cattaraugus Campus

Mar. 28 Wed. \$39  
1-3 p.m. C. Lopez TCCE 109  
Crs. #4230 2 hrs.

### Social Media Strategies for Business

An advanced workshop for decision makers that will examine the details of managing and maintaining social media sites for your business. This workshop will provide information on developing a plan to manage time and resources to maintain sites like Twitter, MySpace, and FaceBook while meeting customer expectations.

#### Cattaraugus Campus

Mar. 26 Mon. \$39  
1-3 p.m. C. Lopez TCCE 101  
Crs. #4229 3 hrs.



### Online Social Networking

The focus of this class is on popular websites including LinkedIn, YouTube, and Facebook. Anyone with access to the internet can create a profile on a social networking website. Learn about the benefits and the red flags of social networking websites. Start your own page!

#### North County Center

May 5 Sat. \$34  
9 a.m.-12 p.m. P. Alessi NCTC 122  
Crs. #4302 3 hrs.

## Presentations/Graphics



### Adobe Photoshop CS5

Adobe Photoshop CS5 is a graphics package used to create, modify, and correct pictures and images. Students will learn to: create and import images from other graphics applications as well as scanned images; merge and edit color images; create original artwork and collages for print media and the Web; use zoom, understand resolution, modify image sizes, crop out unnecessary areas; eliminate clutter background; adjust colors in specific areas; use specialized tools and understand how to use tools in the toolbox palette.

#### Warren Center

Jan. 23-Feb. 1 Mon. & Wed. \$75  
6-8 p.m. J. Perrin Curwen Bldg.  
Crs. #4264 8 hrs.



### InDesign I

Learn program basics, including single page layout, book layout, sizing, columns, adding pages, page numbering, etc., as well as most tools in the tool bar. Text importing, automatic text flow, fonts, text manipulation including tracking, kerning and leading will also be covered.

#### Cattaraugus Campus

May 7-16 Mon. & Wed. \$75  
6:30-8:30 p.m. A. Snedden TCCE 109  
Crs. #4341 8 hrs.



### InDesign II

Learn actual page layout with text and graphics, using effects, filters, integration with Photoshop, file management, different formats for saving files, and much more.

#### Cattaraugus Campus

May 21-June 4 Mon. & Wed. \$75  
6:30-8:30 p.m. A. Snedden TCCE 109  
Crs. #4342 8 hrs.

### MS Publisher

Do you need to create publications such as newsletters, brochures, flyers, posters, or greeting cards and would like some help in getting them noticed? Desktop publishing software such as MS Publisher is designed to help you create eye-catching sophisticated publications with little effort. This course will highlight software features as well as fundamental graphic design skills. Learn the basics of getting started, using graphics, working with frames, publisher tools, and more. You will have professional looking publications in no time.

#### Jamestown Campus

Mar. 13-27 Tues. \$88  
1-4 p.m. J. McGowan CARN 109  
Crs. #4345 9 hrs.

### PhotoShop I

Adobe PhotoShop is the leading software application used to create and/or edit photographic images. You will have fun while learning to use this exciting and creative program. In the Level I class, you will learn general usage of all the tools in the toolbox palette, as well as the many different ways of selecting and manipulating individual parts of a photo. You will also learn color replacement, photo retouching, how to combine photos, colorization of black and white images, and much more. No photographic or artistic experience is required.

#### Cattaraugus Campus

Apr. 9-18 Mon. & Wed. \$75  
6:30-8:30 p.m. A. Snedden TCCE 109  
Crs. #4339 8 hrs.

### PhotoShop II

Expand on topics covered in Adobe PhotoShop Level I. More in-depth coverage of the toolbox palette, as well as using layers and channels. You will learn how to manipulate text in PhotoShop, and how to use selections and outlines to enhance your creativity. You will also use PhotoShop's many different artistic filters and effects. You will learn time-saving techniques, such as "shortcuts" and how to deal with file management and other real-worked issues.

#### Cattaraugus Campus

Apr. 23-May 2 Mon. & Wed. \$75  
6:30-8:30 p.m. A. Snedden TCCE 109  
Crs. #4340 8 hrs.

### MS PowerPoint

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.

#### Cattaraugus Campus

Feb. 1, 6 & 8 Mon. & Wed. \$88  
1-4 p.m. C. Lopez TCCE 109  
Crs. #4227 9 hrs.

Feb. 1, 6 & 8 Mon. & Wed. \$88  
5:30-8:30 p.m. C. Lopez TCCE 109  
Crs. #4228 9 hrs.

#### Jamestown Campus

Apr. 17-24 Tues. \$61  
1-4 p.m. J. McGowan CARN 109  
Crs. #4346 6 hrs.

# Computer Courses

## Miscellaneous Computer



### Transitioning to Office 2010

This course will help with the transition to Office 2010 programs. This course is particularly suitable if you're converting from Office 2003, but a lot of the information is just as relevant if you're switching from other versions.

#### Cattaraugus Campus

Apr. 30 Mon. \$19  
1-3 p.m. C. Lopez TCCE 109  
Crs. #4316 2 hrs.

#### File Management

How much time have you lost looking for crucial files? Never waste another minute! Learn how to organize files so you can find what you need in seconds using the hierarchical system of electronic storage and retrieval. You will save hours when you learn how to cross-reference, delete, assign new names, and share files with others.

#### Jamestown Campus

Jan. 31 Tues. \$34  
1-4 p.m. J. McGowan CARN 109  
Crs. #4347 3 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 performance preview, collaborate with others, view a natural or historic site, or invite a visitor to your 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

Jan. 18 Wed. \$34  
9 a.m.-12 p.m. D. Wood-Sager NCTC 116  
Crs. #4307 3 hrs.



### Workshop: Lego™

#### Robotics for Family Teams

Spend time together and share a learning experience as a family! This workshop will introduce you to the world of Lego™ Robotics. Teams design, build, and program a robot. Design your robot (car) to work its way through an obstacle filled maze. Make your robot beep, blink its headlights, or play a song. Cost includes one family enrollment (one adult and one child). *Children should be between the ages of 10 and 14.*

#### North County Center

Mar. 10 & 17 Sat. \$61  
9 a.m.-12 p.m. J. LaMattina NCTC 122  
Crs. #4297 6 hrs.



### Workshop: Holiday Crafts Using a Cricut®

Take your creativity to a whole new level! Use the Cricut® software to create beautiful cards. All card-making materials are included; all you need to bring is your artistic talent. Participants will create cards using a combination of techniques in the computer lab where our Cricut® chirps. Come and have the opportunity to make 5 cards to send to family and friends. *Materials are provided.*

#### North County Center

Mar. 24 & 31 Sat. \$61  
12:30-3:30 p.m. C. Pilato NCTC 122  
Crs. #4300 6 hrs.

#### 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 88 lumens projector that can't be seen from the third row? One last question; do you know why you need two sets of notes?

#### North County Center

Mar. 23 Fri. \$34  
9 a.m.-12 p.m. D. Wood-Sager NCTC 116  
Crs. #4304 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. 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

Mar. 30 Fri. \$34  
9 a.m.-12 p.m. D. Wood-Sager NCTC 116  
Crs. #4306 3 hrs.

**Follow Your Favorite Team by Adding Their Calendar to Outlook To Add as a Separate Calendar in Outlook**

- ◆ In Google type iCalendar for "name of team"
- ◆ Click "Download" button for ical (.ics)
- ◆ Click Open; Check Outlook for separate calendar



### Family Reunion Event Planning

A family reunion is fun and exciting, but planning one can be overwhelming. Make your next family reunion a success with our planning tips, advice, and ideas for sharing family history and genealogy. Your family reunion event can be shared on social networks such as Facebook, Twitter, LinkedIn, YouTube or launch your own family reunion website.

#### North County Center

Apr. 24 & 26 Tues. & Thurs. \$34  
4-5:30 p.m. C. Pilato NCTC 122  
Crs. #4298 3 hrs.

### Workshop: Getting Ready for the Grad Party

Use your creativity to overcome a tight budget. Create your graduation party in your school colors with your school mascot. Start with the invitation. Create a set of party favors including special labels for bubbles, paper candy bar wrappers, a folded paper box, or label for a small gift bag. Additional projects will be demonstrated. Use your computer to be creative and take your sample projects home. *Materials are provided.*

#### North County Center

May 8 & 10 Tues. & Thurs. \$34  
4-5:30 p.m. C. Pilato NCTC 122  
Crs. #4299 3 hrs.

## The JCC North County Center is an active partner in the Dunkirk Free Library's Public Computer classes.

Thanks to funding provided through the Broadband Technology Opportunities Program (BTOP), the Dunkirk Free Library and JCC are able to provide computer classes to the public for FREE.

Library patrons can take classes or use the computer lab facilities to aid them in job searches and career development. All classes are held at the Dunkirk Free Library, 536 Central Ave, Dunkirk, NY.

For more information or to register for classes call 716.366.2511 or visit <http://www.cclslib.org/Dunkirk/pcc.html>

# Career Enrichment



## “Social Media & Your Business”

**March 28, 2012**  
**9:30 a.m.-4:30 p.m.**  
**JCC’s Carnahan Building Theater**  
(further details will be provided at a later date)

### The event will feature:

- ◆ Keynote speakers “How Social Media will Affect You”
- ◆ Website critiques – Your Web Presence
- ◆ Panel presentations and discussions
- ◆ Breakout session topics will include:
  - ◆ Marketing on “the Web”
  - ◆ Use of Twitter™, Facebook™, Blogging, etc.
  - ◆ And more!

**Stay tuned...this will be an eye-opening event!**



Co-sponsored by JCC’s:  
Small Business Development Center  
and the  
Jamestown Center for Continuing Education



The Smart Start to Your Business!

## 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



Enroll Today!

## Jamestown Community College

# Prepare for a GREENER future!

## Online Career Training Programs

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. Below is a listing of the current green programs. Please reference the program description for certification eligibility.

- **Principles of Green Buildings**

This program teaches individuals in the building, remodeling, or trade industry the principles of making buildings perform more efficiently. Contact hours: 30

- **Performing Comprehensive Building Assessments**

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, and prioritizing improvements for homeowners. Contact hours: 30

- **Senior Certified Sustainability Professional**

This program is designed to prepare students to become leaders in the green collar economy. The certification exam is included at no additional cost. Contact hours: 110

- **Certified Indoor Air Quality Manager (CIAQM)**

This program is perfect for facility managers, building engineers, and health and safety officers who want to improve the indoor air quality (IAQ) of buildings. Contact hours: 16

- **Building Analyst Quick Start**

This unique bundle of two very popular programs, Principles of Green Buildings and Performing Comprehensive Building Assessment, will prepare students to move into a new career in the ever growing green building field. Contact hours: 60 (for bundle)

- **Certified Green Supply Chain Professional**

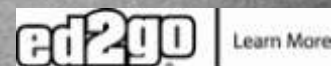
Students will learn to create sustainability programs and apply "lean and green" manufacturing strategies. This program also includes the certification exam at no additional cost. Contact hours: 60

- **Certified Indoor Environmentalist (CIE)**

This program teaches all of the practical steps needed in order to make indoor environmental assessments, including how to take samples and how to resolve common IAQ problems. Contact hours: 32

- **Solar Power Professional**

To learn more or enroll, please visit: [www.ed2go.com/](http://www.ed2go.com/)



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

Providing Students (and the environment) a better future!

# 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

Jan. 25 Wed. \$30  
6-9 p.m. M. Hutten TCCE 101  
Crs. #4195 3 hrs.

Mar. 14 Wed. \$30  
6-9 p.m. M. Hutten TCCE 101  
Crs. #4196 3 hrs.

May 9 Wed. \$30  
6-9 p.m. M. Hutten TCCE 101  
Crs. #4197 3 hrs.

#### Jamestown Campus

Feb. 8 Wed. \$30  
1-4 p.m. Y. Carlson CARN 123  
Crs. #4155 3 hrs.

Apr. 11 Wed. \$30  
1-4 p.m. Y. Carlson CARN 123  
Crs. #4156 3 hrs.

#### North County Center

Jan. 18 Wed. \$30  
1-4 p.m. Y. Carlson NCTC 118  
Crs. #4189 3 hrs.

Mar. 14 Wed. \$30  
1-4 p.m. Y. Carlson NCTC 115  
Crs. #4190 3 hrs.

May 9 Wed. \$30  
1-4 p.m. Y. Carlson NCTC 115  
Crs. #4204 3 hrs.

#### Barrier Precautions Online

Complete this course at your convenience. **You need basic computer skills, internet access and email.** For details: [www.sunycc.edu/continuing](http://www.sunycc.edu/continuing)

### 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

Feb. 8 Wed. \$35  
6-9 p.m. C. Talbot TCCE 110  
Crs. #4198 3 hrs.

Apr. 11 Wed. \$35  
6-9 p.m. C. Talbot TCCE 110  
Crs. #4199 3 hrs.



### Alzheimer's: Power

Your Memory: Food for Thought

Can diet affect memory health? Some research shows that there may be a connection between certain dietary habits and a decreased risk of memory loss. We will explore this connection and empower you to find ways to provide better fuel for your mind. This program will also provide a general memory health overview that provides you with the information necessary to be proactive when it comes to keeping your memory healthy.

#### Cattaraugus Campus

Mar. 12 Mon. \$10  
1-3 p.m. K. Harvey TCCE 110  
Crs. #4203 2 hrs.



### Alzheimer's: Paranoia in

Dementia

This session identifies the reasons behind suspiciousness, uncertainty and paranoid behavior in individuals with early and moderate stage dementia. It also identifies the correct approaches to use to minimize the frequency, intensity and ramifications of these feelings.

#### Cattaraugus Campus

Mar. 26 Mon. \$29  
10:30 a.m.-12 p.m. K. Harvey TCCE 110  
Crs. #4205 1.5 hrs.



### Alzheimer's:

Understanding Wandering

For an individual with dementia, wandering may be an expression of a basic human need, such as the need for social contact, or a response to environmental irritants, physical discomforts, or psychological stress. We will discuss ways to encourage, support, and maintain mobility while balancing safety with independence, as well as methods to prevent wandering and exit seeking.

#### Cattaraugus Campus

Mar. 26 Mon. \$29  
1-3 p.m. K. Harvey TCCE 110  
Crs. #4206 2 hrs.



## Become a Personal Trainer



Personal Trainer Certification Course  
FREE Orientation

This FREE one-hour Personal Fitness Training Orientation is designed to provide information for anyone interested in the fitness profession or in becoming a nationally certified personal trainer. This presentation includes a brief overview of the industry and professional trends, a look at the study materials while allowing ample time for a Q & A session. Although this is a free orientation, student registration is required so that we can provide sufficient materials.

#### Jamestown Campus

Mar. 31 Sat. FREE  
10:30-11:30 a.m. TBA CARN 123  
Crs. #4338 1 hr.



Personal Trainer Certification Course

There is a shortage of personal trainers in the workforce. Come join this fun field and be a part of what ABC NEWS.com states as the 4th hottest job in the U.S. at a national average of \$28 an hour. Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over an eight-week period for better retention and skill competency. The national exam is held on the ninth week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of practical training, and a 30-hour internship. It covers topics including biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment. CPR/AED is needed to receive the certificate. This course is brought to you in partnership with the World Instructor Training Schools (W.I.T.S.), which is the only major certifying body in the country providing comprehensive practical training and internship components. One hour lunch on your own.

#### Jamestown Campus

Apr. 21-June 23\* Sat. \$699  
9 a.m.-2 p.m. TBA CARN 123  
Crs. #4280 32 hrs.

\*No Class on May 26





## JCC offers the EMT Basic Program and EMT Refresher Program at the Jamestown Campus

Applicants must be:

- ◆ At least 18 years of age.
- ◆ Physically able to function as an EMT, meeting ADA requirements.
- ◆ Able to read at least at the 11<sup>th</sup> high school grade level.

Academics:

- ◆ Students must pass all aspects of the course to be eligible to sit for the state certifying exam.
- ◆ Physical Condition: Some EMT training is strenuous. Applicants should consult their physician if conditions exist that may prevent them from full participation.

BASIC Program—earn 7 college credits.

**Contact the Center for  
Continuing Education  
(716) 338-1005**

## Attention CHAMBER Members

Chautauqua County:

Thanks to a partnership between the Chautauqua County Chamber of Commerce and JCC, 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.*)

Cattaraugus County:

Greater Olean and Salamanca Chamber members please call for details on your eligibility to receive a 15% discount on computer courses. 716.376.7506

## Advanced Topics for Supervisors—Series

Advanced Topics for Supervisors

This training series consists of sessions covering advanced topics for supervisors.

*Take the entire series and save!*

**Jamestown Campus**

|                 |         |          |
|-----------------|---------|----------|
| Feb. 24-Apr. 27 | Fri.    | \$210    |
| Varies          | Various | CARN 120 |
| Crs. #4329      | 18 hrs. |          |



## Supervisor's Goal Setting

This class is ideal for managers, supervisors, or team leaders at all levels. Highlights from Quint Struder's Results that Last will be presented to help managers in goal setting with high, mid, and low performers. Learn how-to maintain and also improve the performance of your staff. Quick tips for critical conversations.

**Jamestown Campus**

|                |           |          |
|----------------|-----------|----------|
| Feb. 24        | Fri.      | \$73     |
| 9 a.m.-12 p.m. | T. Osearo | CARN 120 |
| Crs. #4330     | 3 hrs.    |          |

## Building High Performance Teams

One of the key responsibilities of a supervisor is developing and maintaining the high performing team necessary to achieve organizational objectives, and yet we rarely have the luxury of working with a perfect team. This session will outline key teamwork competencies supervisors can both model and foster in their work groups while also providing supervisors with approaches to improve communication and collaboration to create more efficient and productive teams.

**Jamestown Campus**

|                |                  |          |
|----------------|------------------|----------|
| Mar. 2         | Fri.             | \$73     |
| 9 a.m.-12 p.m. | L. Powell Fortna | CARN 120 |
| Crs. #4331     | 3 hrs.           |          |



## Memos, Meetings and More

Clear and concise communication is key to any well run organization. This workshop will look at the lowly memo and never-ending calendar of meetings. Students will look at ways to make them better tools for communicating for you and your organization.

**Jamestown Campus**

|            |           |          |
|------------|-----------|----------|
| Mar. 9     | Fri.      | \$59     |
| 9-11 a.m.  | J. Hamels | CARN 120 |
| Crs. #4332 | 2 hrs.    |          |



## Writing Performance Reviews—Part I

Supervisors and employees recognize that there are benefits to formal performance reviews, and yet many do not look forward to the discussions. This course will outline the key components of writing and delivering an effective annual performance review that will provide both supervisors and employees with a clear picture of past performance and future development opportunities. This session will outline the aspects of a written review.

**Jamestown Campus**

|            |                  |          |
|------------|------------------|----------|
| Mar. 23    | Fri.             | \$59     |
| 9-11 a.m.  | L. Powell Fortna | CARN 120 |
| Crs. #4333 | 2 hrs.           |          |



## Writing Performance Reviews—Part II

Supervisors and employees recognize that there are benefits to formal performance reviews, and yet many do not look forward to the discussions. This course will outline the key components of writing and delivering an effective annual performance review that will provide both supervisors and employees with a clear picture of past performance and future development opportunities. This second session will include tips and provide practice on holding the discussion with your employee.

**Jamestown Campus**

|            |                  |          |
|------------|------------------|----------|
| Mar. 30    | Fri.             | \$59     |
| 9-11 a.m.  | L. Powell Fortna | CARN 120 |
| Crs. #4334 | 2 hrs.           |          |

## Conflict Resolution

Unfortunately, conflict is unavoidable in the workplace. Supervisors must be prepared to recognize the causes of workplace and team member conflict and how to facilitate resolution. This session is designed to provide approaches supervisors can use to help resolve conflict within their teams using practical tips and techniques that will be practiced throughout the workshop.

**Jamestown Campus**

|                |                  |          |
|----------------|------------------|----------|
| Apr. 20        | Fri.             | \$73     |
| 9 a.m.-12 p.m. | L. Powell Fortna | CARN 120 |
| Crs. #4335     | 3 hrs.           |          |

## Navigating Change Management

Students will learn how to navigate through the phases of change management, what it means to connect to the company's mission, values, business and customers' needs. Participants will also learn how to effectively manage resistance, and a staff member's willingness to take action. Quick tips and tools for managing change will be presented along with a snapshot using strategy maps to create transparency and goal setting.

**Jamestown Campus**

|                |           |          |
|----------------|-----------|----------|
| Apr. 27        | Fri.      | \$73     |
| 9 a.m.-12 p.m. | T. Osearo | CARN 120 |
| Crs. #4336     | 3 hrs.    |          |

# Career Enrichment

## Leadership Series

### Leadership Skills for New Managers—Series

Take the entire series of the following six courses and SAVE \$55!

#### North County Center

Feb. 29-Apr. 4 Wed. \$299  
9 a.m.-12 p.m. L. Powell Fortna NCTC 119  
Crs. #4162 18 hrs.

### Making the Transition from

Team Member to Supervisor  
Congratulations! You have been promoted from co-worker to supervisor. This exciting transition can sometimes be challenging when it comes time to delegate tasks or give feedback to your former team members. This class will explore some common stumbling blocks for new supervisors and offer skills that will help you make this transition with ease.

#### North County Center

Feb. 29 Wed. \$59  
9 a.m.-12 p.m. L. Powell Fortna NCTC 119  
Crs. #4163 3 hrs.

### Laws Every Supervisor Should Know

Becoming a supervisor includes some legal responsibilities that go along with the day-to-day duties. This course will provide an overview of federal and state anti-discrimination laws, the discipline and discharge of employees, and the liability of employers and supervisors for unlawful acts to support supervisors in navigating these potentially intimidating aspects of their new role.

#### North County Center

Mar. 7 Wed. \$59  
9 a.m.-12 p.m. L. Powell Fortna NCTC 119  
Crs. #4164 3 hrs.

### Delivering Feedback the First Time and Beyond

Supervisors and employees recognize that there are benefits to giving and receiving feedback, but many do not look forward to that time. This workshop will focus on skills to develop your confidence in providing constructive and meaningful feedback that will allow both you and your employees to achieve your objectives.

#### North County Center

Mar. 14 Wed. \$59  
9 a.m.-12 p.m. L. Powell Fortna NCTC 119  
Crs. #4165 3 hrs.

### Time Management and Stress Management

As a supervisor, you will now be responsible for not only your own work and performance, but also that of other employees. This requires the ability to multi-task, prioritize, and effectively utilize time management skills. This session will provide you with tips and strategies to most effectively manage your time in your new position, as well as to manage the stress that can be associated with increasing demands on your time and skills.

#### North County Center

Mar. 21 Wed. \$59  
9 a.m.-12 p.m. L. Powell Fortna NCTC 119  
Crs. #4166 3 hrs.

### Project Management

As a new supervisor you will be required to manage projects on a daily basis. You will need to organize people and materials to get the job done in a cost effective way. This class will offer an overview of basic project management principles and essential skills to help you become a successful project manager.

#### North County Center

Mar. 28 Wed. \$59  
9 a.m.-12 p.m. L. Powell Fortna NCTC 119  
Crs. #4168 3 hrs.

### Generational Insights

As a supervisor you will be expected to work with employees with broad range of values and approaches to doing things. Sometimes these differences can cause friction and negatively impact teamwork. This session will explore the differences between each generation and uncover strategies to help you maximize the positive traits of every employee.

#### North County Center

Apr. 4 Wed. \$59  
9 a.m.-12 p.m. L. Powell Fortna NCTC 119  
Crs. #4169 3 hrs.

### Writing Well at Work

Writing Well at Work is a fast-paced, intensive, and entertaining workshop designed to refresh and improve several fundamental areas of employees' grammar and composition. Based on the premise that the quality of one's written communication reflects not only on the composer but the enterprise he or she represents as well, these sessions include true workplace demonstrations of the impact poor writing can have on image and credibility. Attendees will be provided with a kit containing writing materials, chapter-by-chapter worksheets, and a handbook which can be put to future use as a desk reference.

#### Jamestown Campus

Feb. 3-17 Fri. \$99  
9-11 a.m. N. Griswold CARN 123  
Crs. #4315 6 hrs.

### New Workplace Sensitivity

On average we spend more time at work than we do at home. Sometimes we spend so much time with our co-workers that we can forget that our words and actions affect their days, too. This session will review what is acceptable workplace behavior and what is not. Topics include: bullying, proper communication, sexual harassment, workplace etiquette, and respecting cultural diversity.

#### North County Center

Feb. 17 Fri. \$59  
9 a.m.-12 p.m. R. Vallone NCTC 119  
Crs. #4235 3 hrs.

### New Recognizing Substance Abuse and Personality Disorders

Come learn the warning signs that an employee might need help with substance abuse or a personality disorder. We will discuss how and when to refer the employee to your company's EAP or how to refer the employee for help if your company does not have an EAP.

#### North County Center

Mar. 16 Fri. \$59  
9 a.m.-12 p.m. R. Vallone NCTC 119  
Crs. #4234 3 hrs.

### New It's Your Career, What Are You Going To Do With It?

Are you ready to work your way to the top? If you want to be moved into a "bigger, better" position within your current company or in the future you have to plan. The days of showing up for work and being promoted based on seniority are gone. In order to get promoted you have to perform well and get noticed! Come learn how to assess your current skills and job performance. By the end of class, you will have your own career development plan to take home and get started!

#### North County Center

May 16 Wed. \$59  
9 a.m.-12 p.m. L. Powell Fortna NCTC 119  
Crs. #4170 3 hrs.



## Creativity and Innovation for Professionals Series

### **New** Creativity and Innovation for Professionals—SERIES

Why is creativity and innovation at work so important? Studies show that individuals who regularly use creativity, innovation, and humor in the workplace are better able to deal with change as well as to lead their organization or team, and have an increased ability to respond to difficult situations. This unique series for professionals gives you the tools and techniques to achieve all of these and improve your success. **Register for the series and pay only \$99 – a 15% savings!** *Continental breakfast is included.*

**Jamestown Campus**  
 Mar. 8, 15 & 29 Thurs. \$99  
 Times vary Various CARN The.  
 Crs. #4282 7 hrs.

### **New** Using Humor and Creativity to Improve Our Work

CHANGE. You've heard of it. The six-letter word that shakes up every organization now and then. In today's world, it is the one constant every business can count on. Did you know that your ability to use creativity and humor is the essence of your ability to continuously re-invent yourself in response to changing times? After attending this hands-on session, participants will be able to offer their organization a renewed energy and healthy perspective on critical business issues. You'll learn how to stop taking yourself so seriously which will help you to accomplish things you never thought possible in your organization! *Continental breakfast is included.*

**Jamestown Campus**  
 Mar. 8 Thurs. \$49  
 8-11 a.m. E. Cipolla CARN The.  
 Crs. #4292 3 hrs.

### **New** Teambuilding Using Applied Improvisation—Part I

This interactive workshop will introduce the basic principles of improvisation and how they apply to a team's development and success at work. By practicing these skills, participants will learn how to thrive through change, respond with more creativity, and improve collaboration. Some of the benefits of taking this class include: being better able to react quickly to changing situations and building team trust and influence. **This session is open to all participants, but teams or groups are strongly encouraged to attend together.** *Continental breakfast is included.*

**Jamestown Campus**  
 Mar. 15 Thurs. \$34  
 8-10 a.m. J. Fischer CARN The.  
 Crs. #4285 2 hrs.

### **New** Teambuilding Using Applied Improvisation—Part II

This interactive workshop will review the basic principles of applied improvisation, as well as techniques for sustained practice. These engaging (and fun) exercises will encourage collaboration, challenge, and competition from a strength-based perspective. Participants will practice using positive, strength-based approaches and synergy as a tool for improved team function. Some of the benefits of taking this class include: enhanced ability to connect to intuition and innovation and increased idea generation and ability to find harmony among different points of view. **This session is open to all participants, but teams or groups are strongly encouraged to attend together. Participation in Part I is recommended, but not necessary in order to attend Part II.** *Continental breakfast is included.*

**Jamestown Campus**  
 Mar. 29 Thurs. \$34  
 8-10 a.m. J. Fischer CARN The.  
 Crs. #4286 2 hrs.

## Customer Service

Do you want to keep your customers coming back? Learn how to make repeat customers a routine event. Develop strategies for promoting customer satisfaction, for dealing with angry customers, handling unusual requests and understanding what your customer is thinking.

**Jamestown Campus**  
 Mar. 15 Thurs. \$29  
 8-11 a.m. L. Powell Fortna CARN A  
 Crs. #4277 3 hrs.

### **New** Stress Management

Would you like to raise your tolerance to stress? You would? Bad idea! If you raise your tolerance to stress, you'll have more stress and the repercussions can be significant. Bring your lunch and learn some very simple ways to lower your stress level. Some can be done in a matter of seconds! *No tuition waivers.*

**Warren Center**  
 Mar. 12 Mon. \$7  
 12-1 p.m. G. Lester Curwen Bldg.  
 Crs. #4274 1 hr.

## Team Building

Team-building and problem-solving are cornerstones for success in any endeavor. Bring your lunch and learn the needed skills through a variety of zany games and exercises. Once you've experienced this fun workshop, you can teach the skills to others and have even more fun learning with your group! *No tuition waivers.*

**Warren Center**  
 Apr. 16 Mon. \$7  
 12-1 p.m. G. Lester Curwen Bldg.  
 Crs. #4275 1 hr.

## Attention CHAMBER Members

### Chautauqua County:

Thanks to a partnership between the Chautauqua County Chamber of Commerce and JCC, 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.)*

### Cattaraugus County:

Greater Olean and Salamanca Chamber members please call for details on your eligibility to receive a 15% discount on computer and job-related courses. 716.376.7506



# Career Enrichment

## Professional Development Programs



### Delivering on Your Company Promise

Learn to use the five strategies of the Virtues Project™ to tap into individual strengths and align your team with the organizational goals and mission. Assess the strengths of your personnel and maximize the effectiveness of your workforce!

#### Cattaraugus Campus

Feb. 2 & 9 Thurs. \$118  
 9 a.m.-12 p.m. C. Lopez TCCE 101  
 & M. Marvin  
 Crs. #4207 6 hrs.

### Taking Your Integrity With You as You Climb the Corporate Ladder

Promotions are great, except when they aren't. Each step up the corporate ladder demands a check-in with what's important to you and how you can honor your values while supporting those of the organization you work for. As your role changes in the organization so do the expectations of your behaviors. In this class, we will look at how being promoted changes things, and how you can use a grounding in your own sense of self and your values to stay true to your sense of integrity when faced with ever increasing levels of responsibility.

#### Cattaraugus Campus

Feb. 16 Thurs. \$59  
 9 a.m.-12 p.m. K. Ebersole TCCE 101  
 Crs. #4208 3 hrs.



### Step Up Your Game! Meetings That Inspire

Integrating the five strategies of the Virtues Project™ into your meetings will create meetings that energize and inspire.

#### Cattaraugus Campus

Mar. 1 Thurs. \$59  
 9 a.m.-12 p.m. C. Lopez TCCE 101  
 Crs. #4209 3 hrs.



### Building Positive Working Relationships

Coworkers, managers, employees all value positive work relationships. Organizations that succeed have productive people who work together to achieve greater results. They create an environment where there is a genuine feeling of respect among employees. This session highlights the importance of listening to, respecting, and developing trust with others, and it demonstrates how unproductive behavior can be reduced as work relationships improve. A key point is that high trust fosters high commitment.

#### Cattaraugus Campus

Mar. 8 Thurs. \$59  
 9 a.m.-12 p.m. J. Stevens TCCE 101  
 Crs. #4210 3 hrs.

### Developing Others

Research has proven over and over that people leave organizations because they don't feel appreciated, or they don't get along with the boss. In order to keep good people and grow an organization, the key is developing the people you have by giving feedback on a regular basis that is positive, supportive and instructive. This includes how you handle the performance appraisal.

#### Cattaraugus Campus

Mar. 15 Thurs. \$59  
 9 a.m.-12 p.m. J. Stevens TCCE 101  
 Crs. #4211 3 hrs.



### Becoming a Change Champion

Change Management tools are used to show participants how they deal with change. Exercises are used to show how to approach a situation requiring change, cooperation, and approval. Hands-on activities demonstrate that managing change means recognizing and dealing with established paradigms. Methods for reducing resistance to change are presented as are examples of the types of change taking place in organizations and society today.

#### Cattaraugus Campus

Mar. 22 Thurs. \$59  
 9 a.m.-12 p.m. J. Stevens TCCE 101  
 Crs. #4212 3 hrs.



### Meeting Personal and Organizational Goals

The course begins with each participant identifying one specific individual or team goal that supports an organizational goal, and how it is measured. This leads to a discussion of what gets in the way of accomplishing goals. An action plan that addresses personal and work related goals is suggested. Job aids to help participants manage goals are discussed/explained. The focus is on setting a goal that is tied to an "organizational goal" that will generate commitment to and the completion of the goal.

#### Cattaraugus Campus

Mar. 29 Thurs. \$59  
 9 a.m.-12 p.m. J. Stevens TCCE 101  
 Crs. #4213 3 hrs.



### Talking the Talk is Easy, Walking the Walk is a Little Tougher: How to Model and Support Integrity in the Workplace

We can all find ourselves in situations which might compromise our integrity. The more you know about your values and how they apply in the workplace, the better you can be prepared to choose the higher ground in your decisions and choices, and in doing so, provide an example for those around you. In this class, participants will define what integrity means to them, how they fit with their value systems and what behaviors honor that definition of integrity in the workplace.

#### Cattaraugus Campus

Apr. 19 Thurs. \$59  
 9 a.m.-12 p.m. K. Ebersole TCCE 101  
 Crs. #4214 3 hrs.

### How to Give Employees Feedback and Resolve the Resistance You Know You are Going to Get

Participants will learn skills to: give feedback the way employees want to receive it so they're much more likely to cooperate; resolve employee resistance to feedback if it occurs; and how to make performance feedback agreements with employees in advance. This class is highly interactive.

#### Cattaraugus Campus

Apr. 26-May 10 Thurs. \$149  
 9 a.m.-12 p.m. R. Blake TCCE 101  
 Crs. #4215 9 hrs.

**Equation Editor MS Word**  
 If you need to type an equation in MS Word start the Equation Editor with the shortcut keys (alt+=).

## Supervisory Training Series

The supervisory training series consists of 11 two-hour sessions covering the basic principles of supervising for today's present, new, and prospective supervisors. This 11 week program is taught by experienced supervisors from various employment sectors of our community. *Take the entire series and save!*

### Jamestown Campus

Feb. 10-May 11\* Fri. \$299  
1-3 p.m. Various CARN 123  
Crs. #4318 22 hrs.

\*No class Feb. 17

### Transitioning From Team Member to Supervisor

This course is ideal for the employee who has been promoted to supervisor. Students will learn how to transition themselves from that of a team member to a supervisor role. This exciting transition can sometimes be challenging when it comes time to delegate tasks or give feedback to your former team members. This class explores some of the common stumbling blocks for new supervisors and offers skills that will help you make this transition with ease.

### Jamestown Campus

Feb. 10 Fri. \$59  
1-3 p.m. L. Powell Fortna CARN 123  
Crs. #4317 2 hrs.

### Supervision and Personal Value

What are values, and how do they influence you and your management performance?

Students will learn how their personal values can influence how they manage their employees. Discussion and interactive session.

### Jamestown Campus

Feb. 24 Fri. \$59  
1-3 p.m. J. Hamels CARN 123  
Crs. #4319 2 hrs.

### Communication Skills

Students will learn the interpersonal communication process, and will assess their own communication skills. They will learn the elements of communication, and how to effectively receive feedback from others.

### Jamestown Campus

Mar. 2 Fri. \$59  
1-3 p.m. R. Vallone CARN 123  
Crs. #4320 2 hrs.

### Time Management

Students will learn how to effectively plan their time, supervisory activities, and how to reduce the number of emergencies that can arise.

### Jamestown Campus

Mar. 9 Fri. \$59  
1-3 p.m. L. Powell Fortna CARN 123  
Crs. #4321 2 hrs.

### Problem Solving and Decision Making

Explore creative problem solving techniques and decision analysis. Students will learn how to identify and solve problems as they begin to happen.

### Jamestown Campus

Mar. 16 Fri. \$59  
1-3 p.m. J. Hamels CARN 123  
Crs. #4322 2 hrs.

### Legal Aspects of Supervision

This class covers the federal and state anti-discrimination laws, the discipline and discharge of employees, and the liability of employers and supervisors for unlawful acts.

### Jamestown Campus

Mar. 23 Fri. \$59  
1-3 p.m. L. Powell Fortna CARN 123  
Crs. #4323 2 hrs.

### Delivering Feedback 1st Time and Beyond

One of the most intimidating tasks of a new supervisor is providing feedback to team members. This course will give you the foundation for delivering constructive and actionable feedback to your employees on a daily basis. Leveraging a proven framework, this workshop will allow supervisors to identify behaviors and outcomes and confidently translate them into meaningful feedback that will allow both supervisor and employee to achieve their objectives.

### Jamestown Campus

Mar. 30 Fri. \$59  
1-3 p.m. L. Powell Fortna CARN 123  
Crs. #4324 2 hrs.

### Generational Insights

As a supervisor you will be expected to work with employees with a broad range of values and approaches to doing things. Sometimes these differences can cause friction and negatively impact team work. This session will explore the differences between each generation and uncover strategies to help maximize the positive traits of every employee.

### Jamestown Campus

Apr. 20 Fri. \$59  
1-3 p.m. L. Powell Fortna CARN 123  
Crs. #4325 2 hrs.

### Stress Management

Students will learn ways of identifying and managing stress. This class will help supervisors to know what stress is, and how it can affect your job performance.

### Jamestown Campus

Apr. 27 Fri. \$59  
1-3 p.m. R. Vallone CARN 123  
Crs. #4326 2 hrs.

### Motivation and Better Employee Performance

Students will learn how to make the best of the fact that most people do want to do a good job. Students will also learn what causes lack of motivation in individuals.

### Jamestown Campus

May 4 Fri. \$59  
1-3 p.m. R. Vallone CARN 123  
Crs. #4327 2 hrs.

### Control and Follow-Up

Students will learn why supervisors often fail due to lack of control. Students will also learn what controlling is, and how to gain control of a situation, and implement the proper follow-up procedures.

### Jamestown Campus

May 11 Fri. \$59  
1-3 p.m. J. Hamels CARN 123  
Crs. #4328 2 hrs.



### Delegating Work

Students will learn how to delegate and plan the stages of "stop & go" to build in feedback and levels of control on projects. Students will be given tips for department meetings and follow-up procedures.

### Jamestown Campus

Feb. 24 Fri. \$73  
1-4 p.m. T. Osearo CARN 120  
Crs. #4348 3 hrs.

### Building Excellent Customer Service

Students will learn how providing excellent customer service impacts a company's bottom line along with why creating cultures are key for keeping repeat customers for your business. Your instructor will help you to create a Return On Investment (ROI). Your instructor has earned national recognition for her ability to create transparency among various groups building enthusiasm and employee engagement. *This class is a must for companies seeking to improve their bottom line.*

### Jamestown Campus

Apr. 27 Fri. \$73  
1-4 p.m. T. Osearo CARN 120  
Crs. #4337 3 hrs.

# Career Enrichment

## Notary Public

This updated seminar prepares individuals for the NYS test and provides a comprehensive view of the notary public office. Confusing laws, concepts, and procedures are clarified in plain English. Examples are provided to illuminate situations that the officer is likely to encounter such as avoiding conflicts of interest, maintaining professional ethics, charging proper fees, handling of special situations, minimizing legal liability and much more.

**Tuition includes text.**

### Cattaraugus Campus

Jan. 26 Thurs. \$80  
9 a.m.-12 p.m. M. Morgan, Esq. TCCE 101  
Crs. #4200 3 hrs.

Mar. 29 Thurs. \$80  
9 a.m.-12 p.m. M. Morgan, Esq. TCCE 110  
Crs. #4201 3 hrs.

### Jamestown Campus

Feb. 8 Wed. \$80  
9 a.m.-12 p.m. M. Morgan, Esq. CARN 123  
Crs. #4290 3 hrs.

### North County Center

Mar. 15 Thurs. \$80  
9 a.m.-12 p.m. M. Morgan, Esq. NCTC 115  
Crs. #4126 3 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

Jan. 28 Sat. \$75  
8 a.m.-4:30 p.m. D. French TCCE 101  
Crs. #4202 8 hrs.

## Electrical Safety Course

Designed to meet the needs of maintenance departments or maintenance individuals, this classroom only course is appropriate for industrial and commercial maintenance department employees, their supervisors, and safety managers at schools, hospitals, manufacturing facilities. Topics include: Electrical Safety Hot Topics in 2011, OSHA, NFPA, and How They Relate to Industry, Shock Hazards, Sources and Effects, Arc Flash Hazards and Personal Protection, Over current and Other Related Hazards, Verifying Voltage, Key Changes in NFPA70E, Grounding, Proactive Safety, Lockout/Tag out, Outside Contractor Safety, Meter Central, Troubleshooting Methods- Solving the Great Unknown, Troubleshooting in PLC's, Symbols, and Ten Things to Remember to Make The Job Safer and Easier.

### Cattaraugus Campus

May 1 & 3 Tues. & Thurs. \$200  
4:30-8:30 p.m. S. Quelet TCCE 101  
Crs. #4356 8 hrs.

## Shop Math

This class is designed for those in the manufacturing setting that use math on the job. Topics will include: basic math, fractions, measurements and metric conversions.

### Jamestown Campus

Feb. 7-21 Tues. & Thurs. \$105  
8-11 a.m. P. Davis CARN A  
Crs. #4273 15 hrs.

## Blueprint Reading

Topics will include: perspective vs. orthographic, lines (hidden lines, out lines, center lines), welding symbols and more.

### Jamestown Campus

Feb. 28-Mar. 13 Tues. & Thurs. \$105  
8-11 a.m. P. Davis CARN A  
Crs. #4276 15 hrs.



## Technical Writing

This session includes true workplace demonstrations on the impact poor writing can have on image and credibility. Participants will be provided with a handbook and materials that mirror typical real -world writing tasks as they arise in business and industry. These can be put to future use as a desk reference. This workshop is appropriate for employees from mail room to board room. *Price includes book.*

### Jamestown Campus

Mar. 20 Tues. \$39  
8-11 a.m. N. Griswold CARN A  
Crs. #4278 3 hrs.



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effective


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 **Professional Standards  
for Restaurant  
Personnel—The Series**


Do you want to keep your customers coming back time and time again? The secret is to have a well-trained staff that can pamper your clientele. The trainer, George Batrouny was trained at the Schloss-Kleissheim School of Hotel and Tourism Management at Salzburg Austria and has managed restaurants and country clubs for over 30 years. Send your staff to this series of trainings and reap the rewards! Taking the series is like getting a class for free.

**North County Center**  
Feb. 27-Apr. 2 Mon. \$100  
9 a.m.-12 p.m. G. Batrouny NCTC 115  
Crs. #4173 18 hrs.

 **Professional Standards—  
The Essentials**


Learn the basics of good table service etiquette including set-up, side work, priorities, preparation, and selling strategies.

**North County Center**  
Feb. 27 & Mar. 5 Mon. \$40  
9 a.m.-12 p.m. G. Batrouny NCTC 115  
Crs. #4174 6 hrs.

 **Professional Standards—  
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.

**North County Center**  
Mar. 12 Mon. \$20  
9 a.m.-12 p.m. G. Batrouny NCTC 115  
Crs. #4175 3 hrs.

 **Professional Standards—  
Tapping Your Hidden  
Potential**


You are the face of your restaurant. This class will cover your personality, your responsibility, vision, time management, strategies, and decision making.

**North County Center**  
Mar. 19 Mon. \$20  
9 a.m.-12 p.m. G. Batrouny NCTC 115  
Crs. #4176 3 hrs.

 **Professional Standards—  
Team Effectiveness**

We are only as good as our entire team. Come and learn your role in your company's success, how to master difficult situations, problem-solving and goal achievement.

**North County Center**  
Mar. 26 Mon. \$20  
9 a.m.-12 p.m. G. Batrouny NCTC 115  
Crs. #4177 3 hrs.

 **Professional  
Standards—Wine  
Terminology**

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

**North County Center**  
Apr. 2 Mon. \$20  
9 a.m.-12 p.m. G. Batrouny NCTC 115  
Crs. #4178 3 hrs.

## Non-Profit Management Series

If you work in a nonprofit organization, you need this program. This series is taught by well-known local professionals who have a wealth of experience and knowledge in nonprofit management, and is cosponsored by the United Way. Each instructor possesses expertise in their topic area. Discover the most productive strategies for meeting challenges specific to nonprofit organizations. Learning how to create a healthy, vibrant organization by utilizing the talents of your staff and volunteers will be the continual theme of the program. Who should attend: staff, volunteers, board members, executive directors, program directors, committee chairpersons, and those interested in these positions.

**Jamestown Campus**  
Feb. 8-Mar. 21 Wed. \$215  
9 a.m.-12 p.m. Varies CARN 120  
Crs. #4308 21 hrs.

### Introduction to Non-Profit Management

Students will gain a solid foundation of what it takes to create and maintain a healthy nonprofit organization. *Pat Smith is the owner of Management Strategies.*

**Jamestown Campus**  
Feb. 8 Wed. \$45  
9 a.m.-12 p.m. P. Smith CARN 120  
Crs. #4309 3 hrs.

### Strategic Planning for Non-Profits

Gain a clear understanding of the strategic planning process in the nonprofit organization. Learn how to prepare for strategic planning, conduct external and internal analyses, and establish mission, vision, values, and goals.

**Jamestown Campus**  
Feb. 15 Wed. \$45  
9 a.m.-12 p.m. P. Smith CARN A  
Crs. #4310 3 hrs.

### Building an Effective Board of Directors

Nonprofits are governed by boards of directors with legal, ethical, and fiduciary responsibilities. This course will focus on what you need to know to serve on boards including corporate, elected, and/or nonprofit boards. You will learn: what the purpose of a board is; the role of a board member; how to effectively use parliamentary procedure (Robert's Rules of Order); and what the ethical leadership and obligations of a board member are. In addition, participants will learn what board meetings and agendas should look like.

**Jamestown Campus**  
Feb. 22 Wed. \$45  
9 a.m.-12 p.m. L. Livingston CARN 120  
Crs. #4311 3 hrs.

### Recruiting, Maintaining & Managing Volunteers

Students will learn how to increase their number of volunteers in the organization and how to keep them motivated. Developing recruitment strategies, and recognizing and evaluating volunteers will be discussed.

**Jamestown Campus**  
Feb. 29 Wed. \$45  
9 a.m.-12 p.m. L. Livingston CARN 120  
Crs. #4312 3 hrs.

### Grant Writing


Students will learn how to identify potential funding sources and prepare a competitive proposal. *Your instructor is JCC's grant writer, Carol Bremmer.*

**Jamestown Campus**  
Mar. 7 Wed. \$45  
9 a.m.-12 p.m. C. Bremmer CARN 120  
Crs. #4313 3 hrs.

### Fundraising and Marketing for Non-Profits

Explore the basic principles of fundraising and marketing for nonprofits. Learn the step-by-step process for planning and executing a fundraising program for your nonprofit organization. *Your instructor will be Donna Vanstrom, Executive Director, Family Services of Jamestown.*

**Jamestown Campus**  
Mar. 14 Wed. \$45  
9 a.m.-12 p.m. D. Vanstrom CARN 120  
Crs. #4314 3 hrs.

 **Conducting Meetings  
Using Technology**

Learn how to effectively use technology to communicate inexpensively. Explore different techniques to share information with staff, the Board of Directors, and the public including meeting and printed materials.

**Jamestown Campus**  
Mar. 21 Wed. \$45  
9 a.m.-12 p.m. J. McGowan CARN 109  
Crs. #4349 3 hrs.

# NEW Programs



**This symbol indicates our new programs for spring 2012 throughout the publication!**



## Computer Courses

- Adobe PhotoShop™ CS5—page 6
- FaceBook™ Ads—page 6
- Facebook™ for Beginners—page 6
- Family Reunion Event Planning—page 7
- Indesign I and II—page 6
- Online Social Networking—page 6
- Presentation Technology Checklist—page 7
- Social Media for Your Business—page 8
- Transitioning to Office 2010—page 7
- Workshop: Holiday Crafts Using A Cricut®—page 7
- Workshop: Lego™ Robotics for Family Teams—page 7
- Workshop: Presentation Technology Checklist—page 7



**\*Indicates New courses that are also part of the World's Learning Center.**

**See Details of the World's Learning Center on the Next Page.**

- \*20 Wishes—page 21
- Astrology: Why Can't We Just All Get Along—page 21
- Exploring Watercolor Painting Phase II—page 23
- \*Improv for All Ages—page 21
- \*Life is an Improv—page 21
- \*Natural Healing—page 21



## Career Enrichment

- Alzheimer's: Paranoia & Dementia—page 10
- Alzheimer's: Power Your Memory, Food for Thought—page 10
- Alzheimer's: Understanding Wandering—page 10
- Becoming a Change Champion—page 14
- Building Positive Working Relationships—page 14
- Conducting Meetings Using Technology—page 17
- Creativity & Innovation for Professionals Series—page 13
- Delegating Work—page 15
- Delivering Feedback the First Time and Beyond—page 12
- Delivering On Your Company Promise—page 14
- It's Your Career, What Are You Going To Do With It—page 12
- Meeting Personal & Organizational Goals—page 14
- Memos, Meetings and More—page 11
- Personal Trainer Certification—page 10
- Personal Trainer FREE Orientation—page 10
- Professional Standards-Customer Service—page 17
- Professional Standards-Tapping Your Hidden Potential—page 17
- Professional Standards-Team Effectiveness—page 17
- Professional Standards-The Essentials—page 17
- Professional Standards-Wine Terminology—page 17
- Recognizing Substance Abuse/Personality Disorders—page 12
- SERIES—Professional Standards for Restaurant Personnel—page 17
- Step Up Your Game! Meetings That Inspire—page 14
- Stress Management—page 13
- Supervisor's Goal Setting—page 11
- Talking the Talk, Walking the Walk—page 14
- Team Building Using Implied Improvisation Part I and II—page 13
- Using Humor & Creativity to Improve Our Work—page 13
- Workplace Sensitivity—page 12
- Writing Performance Reviews Part I and II—page 11



## General Personal Enrichment

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- Archiving Family Records Locally—page 26
- Art of Social Dancing—page 25
- Basics: Memory Loss, Dementia and Alzheimer's Disease—page 22
- Being Vegan/Vegetarian—page 21
- Cooking for 1 or 2—page 26
- Dementia and Long-Term Care: Reducing the Risk of Falls—page 22
- Design Your Own Headstone—page 26
- Diabetes—page 26
- Early Days of Warren County—page 26
- Family Tree Maker™—page 26
- Fitness for Family and Fun—page 25
- Ghost Stories of Warren County—page 26
- Going Down Memory Lane—page 26
- Hatha Yoga for Beginners—page 24
- Heart Disease and Hypertension—page 26
- Hip Hop for Weight Loss—page 25
- \*Improv for All Ages—page 21
- "In a Pig's Eye!"—page 26
- It's A Dog's Life: Canine College for Kids—page 22
- Life is an Improv—page 21
- Making Connections: Enriching and Dementia Friendly Activities—page 22
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- \*Natural Healing—page 21
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- Power Your Memory: What Research Suggests—page 22
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- Social Media & Your Business—page 27
- Spiritual Dimensions of Alzheimer's—page 21
- Swedish Just For Fun Level II—page 22
- Take A Trip Down Memory Lane—page 22

### 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?

\*The Chautauqua County Visitors Bureau (CCVB) has partnered with a number of different organizations in an effort to provide expanded leisure learning opportunities for visitors and residents throughout Chautauqua County. This new initiative is called *the World's Learning Center* and JCC's Center for Continuing Education is proud to be a part of this effort. We have developed some new and different programming that will appeal to both visitors and residents. These courses can be found throughout this publication and are designated wherever you see the World's Learning Center logo.



**\*Courses to Look For:**

- |  |                      |
|--|----------------------|
| *Mindful Meditation                          | *Life is an Improv   |
| *Exploring Watercolor Painting-Phase II      | *Improv for All Ages |
| *Natural Healing                             | *20 Wishes           |
| *Astrology: Why Can't We All Just Get Along? |                      |

## 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



## C O R P O R A T E   T R A I N I N G   P R O G R A M S

**Corporate Training Programs**

- Computer training on MS Office Applications, Web Design, and QuickBooks
- Customer Service
- Health and Wellness
- Healthcare, Safety, and Environmental Training
- Human Resources
- Lean Manufacturing Principles and Theories
- Management and Leadership Development Training
- Manufacturing/Machine Operation
- Professional Development Seminars
- Succession Planning
- Workplace Basics and Interpersonal Skills

**Professional Development**

- Building Morale and Improving Performance
- Business Coaching
- Business Ethics
- Conflict Resolution
- Creative Solution Finding
- Critical Thinking/Problem Solving
- Dealing with Change
- Dealing with Difficult People
- Diversity Training
- Emotional Intelligence

- How to Engage & Motivate Employees in Uncertain Times
- Leadership Development Program
- Management and Supervisory Training
- Managing Organizational Change
- Team Building
- Time/Stress Management
- Understanding the Generation Mix in the Workplace
- Virtues Project

**Small Business**

- Business Basics online
- Entrepreneurship I (3 credit) online
- Entrepreneurship Finance (3 credit) online
- Entrepreneurship Operations (3 credit) online
- Internet Technology
- Record Keeping for Small Business
- Retail Management and Franchise Ownership (3 credit)
- Women/Minority Owned Business Certification

**Technical and Manufacturing**

- Basic Forklift Operator Training
- Basic Hydraulics/Pneumatics
- Basic Math

- Blueprint Reading
- CNC Programming
- ISO Certifications
- Lean Management
- Machine Theory and Operation
- Machine Tool Technology
- Manufacturing Technology
- Measurement and Gauging
- Press Brake Operator
- Welding

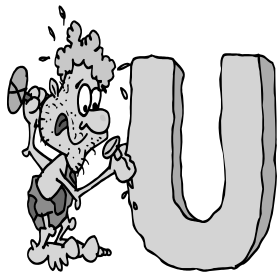
**Computers and Information Technology**

- Adobe Photoshop
- Microsoft Office Applications
- QuickBooks
- Social Networking
- Using Presentation/ Conferencing Technologies (Varies)
- Web Design

**Environmental Health and Safety**

- Barrier Precautions/Infection Control
- Fundamentals of OSHA Compliance
- General Industry OSHA Training
- Hazardous Material Handling Refresher Course
- Hazardous Materials Technician Training
- Supervisor's Safety Program

# Personal Enrichment



## All About "U" Series

Join us in these unique and enriching classes. Ranging in length from 1.5 to 3 hours, participants will have the opportunity to enrich their life and learn "All About U."



### \*Natural Healing

Are you looking for a more holistic way to live your life and improve how you feel? If so, then take this class which focuses on the five Chi-Gung movements which increase energy to each one of the five main organs (spleen, kidneys, heart, lungs, and liver). Students will learn how to perform all five Chi-Gung related exercises which result in improved senses, freedom of mobility, more oxygen to the body, and enhanced overall health. These movements are easy to learn.

**Jamestown Campus**  
Jan. 31 Tues. \$25  
7-9 p.m. R. Sarber CARN 123  
Crs. #4231 2 hrs.



### Astrology: Why Can't We All Just Get Along?

This class will help us understand ourselves and the people we deal with including bosses, employees, neighbors, friends, family, and spouses. Ever wonder why certain things press your buttons, while others don't? Want to know why your kids seem lazy? Why you are drawn to certain colors and not so much to others? Why you seem prone to foot, back, neck or head pain? Astrology can tell us a lot about ourselves and who we are dealing with. If you can unlock this key, you can get along...and get ahead! **Participants will need to supply the following when registering: date, time, and place of birth.**

**Jamestown Campus**  
Feb. 8 Wed. \$29  
6-9 p.m. K. Seastedt CARN 123  
Crs. #4232 3 hrs.



### \*Life is an Improv

The principles of improvisation for the stage are many of the same ideas that contribute to our well-being. Take this interactive class where participants will find the importance of play, connection, spontaneity, and energy, and will learn how to make them part of their everyday lives!

**Jamestown Campus**  
Feb. 16 Thurs. \$29  
6-9 p.m. J. Fischer CARN The.  
Crs. #4233 3 hrs.



### \*Improv for All Ages

Come one, come all to this fun and interactive class where adults and children get to spend a few hours together bonding and learning the art of improv! This interactive workshop will use games and the art of play in order to enhance communication, confidence, problem-solving ability, and relationships. **Ideal for adult/child relationships, but all participants will be welcomed!** *The cost listed is for one adult/child pair. Children under 16 years of age must be accompanied by an adult.*

**Jamestown Campus**  
Mar. 10 Sat. \$35  
10 a.m.-12 p.m. J. Fischer CARN The.  
Crs. #4236 2 hrs.



### Being Vegan/Vegetarian

Is becoming a vegan or vegetarian something you've thought about? Would you like to know the benefits of being a vegan or vegetarian? If you answered yes to either question, then this class is for you. Join us in this educational session where participants will learn about the different types of vegetarians, the health pros and cons, and get tasty recipes as well as talk about meat and dairy substitutes for your current recipes.

**Jamestown Campus**  
Mar. 24 Sat. \$29  
10 a.m.-12 p.m. R. Vallone CARN A  
Crs. #4237 2 hrs.



### \*20 Wishes

There are plenty of "shoulds" in a life, but do you have any wishes? This class will help you recapture your excitement about life and help your heart to let your head know what it wants. You will have the opportunity to bring 20 wishes into being in this special two-part class. The genie is out of the lamp and waiting to hear your greatest desires. Come wish with us!

**Jamestown Campus**  
Apr. 19 & May 10 Thurs. \$42  
4/19—6-7 p.m. W. White CARN The.  
5/10—6-7:30 p.m.  
Crs. #4238 2.5 hrs.



### The Spiritual Dimensions of Alzheimers

Is your family member experiencing Alzheimer's, dementia, or the dying process? In this class, Willa will provide you with techniques for communicating soul-to-soul with them (especially during unconscious states), being in nostalgic moments together and sifting through memories to find the gems, including instruction on the intuitive use of "cueing" and how to empathetically deal with their lack of recognition of you, other people, and present day situations. More importantly, this spiritually uplifting class will offer peace and comfort so that you can enjoy special moments with your loved one and bridge the gap between your reality and theirs.

**Jamestown Campus**  
May 3 Thurs. \$25  
6-7:30 p.m. W. White CARN The.  
Crs. #4239 1.5 hrs.

**\*Indicates New courses that are also part of the World's Learning Center.**

and



All About U Courses are listed on this page only.

# Personal Enrichment



## Power Your Memory: What Research Suggests

Does exercise lower my risk for memory loss? How can I protect myself? This program will answer these questions and provide a general memory health overview that provides you with the information necessary to be proactive when it comes to keeping your memory healthy. We will also discuss the findings of some of the most recent research articles about memory health.

### Jamestown Campus

Mar. 15 Thurs. \$10  
1-3 p.m. K. Harvey CARN 123  
Crs. #4269 2 hrs.



## Dementia and Long-Term Care: Reducing the Risk of Falls

People with dementia are at risk of falls because of their neurological impairments. The environment may also contribute to risk conditions. In this class, we will discuss ways to promote safety and preserve mobility and ways to minimize injuries.

### North County Center

Apr. 2 Mon. \$29  
1-3 p.m. K. Harvey NCTC 119  
Crs. #4172 2 hrs.



## The Basics: Memory Loss, Dementia and Alzheimer's Disease

This program is designed to provide you with the basic information that everyone needs to know about memory loss issues and what they mean for all of us. We will answer many frequently asked questions including: "what is age-related memory loss?" and "what is the difference between dementia and Alzheimer's disease?"

### North County Center

Apr. 2 Mon. \$10  
4-6 p.m. K. Harvey NCTC 119  
Crs. #4171 2 hrs.



## Making Connections: Enriching and Dementia-Friendly Activities

This session provides instruction for creating easy, engaging activities for people with dementia. You will learn techniques for adapting interests and hobbies to activities that can create positive outcomes.

### Jamestown Campus

May 4 Fri. \$29  
10 a.m.-12 p.m. K. Harvey CARN A  
Crs. #4271 2 hrs.



## Swedish Just For Fun- Level II

Have you always wanted to study Swedish culture and customs? Do you want to know how to speak Swedish? If so, then take this class where you'll combine exploring Swedish culture with learning the basics of this language giving you the recipe for a great class! This course will be an introductory level Swedish language course that will incorporate many aspects of Sweden such as its history, culture, customs, and contemporary society. If you're a traveler, beginning language student, or have some background in Swedish study and are interested in a conversational refresher, this class is for you. **This is still a basic fundamentals experience taking the Level I curriculum a bit further. Beginners with little experience may participate in this Level II class.**

### Jamestown Campus

Jan. 18-Feb. 22 Wed. \$60  
6:30-8:30 p.m. J. Kroon CARN A  
Crs. #4124 12 hrs.

## Beginning Knitting & Crocheting

This course is for the beginning knitter and crocheter and includes the more advanced. Students will learn to cast on, knit and purl, and follow a pattern. They will learn to do all of the basic stitches and advance from there. *Students need to bring knitting needles size 8, 10 in. long, worsted weight yarn, scissors, and a small notebook. Crocheters need a hook size H.*

### Jamestown Campus

Jan. 30-Apr. 2 Mon. \$54  
7-9 p.m. G. Peterson CARN 125  
Crs. #4266 20 hrs.

Jan. 31-Apr. 3 Tues. \$54  
7-9 p.m. G. Peterson CARN 125  
Crs. #4268 20 hrs.



## Take a Trip Down Memory Lane

Enjoy precious moments with your child or grandchild as they put your recollections of family history into their own words and on paper. Share the experiences of your life and let your child/grandchild help to write your family history into a story that can be shared for generations to come. **Spend quality time with your special child!** *One child is free with registered adult.*

### Jamestown Campus

Feb. 11-Mar. 10 Sat. \$107  
10 a.m.-12 p.m. V. Westling CARN 123  
Crs. #4260 10 hrs



## It's A Dog's Life—Canine College for Kids!

Did you know that a wagging tail doesn't always mean a dog is happy? Do you know how to approach a friend's dog that doesn't know you yet? Do you want to learn how to help your family with the training and responsibility of your family dog? Come to this class with your parent and learn all about sit, stay and other commands as well as dog behavior. **The trainer's dog will attend so that everyone gets to practice,** and you can then train at home with your special friend. *One child is free with registered adult.*

### Jamestown Campus

Mar. 8 & 15 Thurs. \$19  
6:30-8 p.m. A. DiMaio CARN A  
Crs. #4261 3 hrs.

## Bad Dog, Bad Dog, Whatcha Gonna Do?

Bad Dog! How many dogs think that is their name? Does your dog chew on shoes or go potty on the floor because he's mad at you or jump on people? Discover why dogs do things that make us mad. Learn how to stop bad behaviors and use exercise and diet to control destructiveness and/or hyperactivity.

### Jamestown Campus

Mar. 22 Thurs. \$12  
6:30-8 p.m. A. DiMaio CARN A  
Crs. #4263 1.5 hrs.

## Dog About Town, the Social Pet

Socializing your dog could save his/her life. Learn how to create preventative and remedial socialization environments for your pet, how to manage fear of thunderstorms, aggressive behavior, and everything in between. Your dog can be the king or queen of the social set!

### Jamestown Campus

Mar. 29 Thurs. \$12  
6:30-8 p.m. A. DiMaio CARN A  
Crs. #4265 1.5 hrs.



# Personal Enrichment

## Art Classes



### Exploring Watercolor Painting—Phase II

Do you like to paint? Would you like to learn more about painting with watercolors? This class is for you! We encourage new and experienced participants to join the fun. Come learn the basics of painting with water media and how to help your skills advance to the next level of watercolor painting. Each session will include a brief demonstration and a chance for participants to begin their own watercolor creations.

**Fee does not include supplies. Upon registration, a supply list will be sent. For details, call 716.363.6500.**

#### North County Center

|                |             |          |
|----------------|-------------|----------|
| Jan. 30-Mar 5  | Mon.        | \$70     |
| 6:30-8:30 p.m. | R. Lafferty | NCTC 115 |
| Crs. #4161     | 12 hrs.     |          |

#### Abstract Expressive Painting

Learn to play and express yourself while producing colorful, dynamic compositions! This is a relaxing and stress-relieving class. No art experience is necessary. *Materials supplied.*

#### Cattaraugus Campus

|                |              |          |
|----------------|--------------|----------|
| Mar. 6-27      | Tues.        | \$44     |
| 6:30-8:30 p.m. | J. Pingitore | TCCE 101 |
| Crs. #4352     | 8 hrs.       |          |

#### Master Works

In this introductory course we will be using portions of the Master's paintings and you will learn about what distinctive dynamics it takes to create like a Master. You will learn about the use of color, composition, light, brush strokes and more to experience these qualities first-hand. These different techniques can then be used to create beautiful works. *No art experience required. Materials supplied.*

#### Cattaraugus Campus

|                |              |          |
|----------------|--------------|----------|
| Apr. 3-24      | Tues.        | \$44     |
| 6:30-8:30 p.m. | J. Pingitore | TCCE 101 |
| Crs. #4353     | 8 hrs.       |          |



#### Natural Printmaking

Explore this simple but professional form of art-making. We will use different techniques to create amazing prints with leaves and ferns from nature. We will be printing directly from these objects and we'll print on beautiful note cards, papers, fabrics, or pages for your scrapbooks. You will also learn how to embellish these prints to make them more creative. *Materials will be provided.*

#### Cattaraugus Campus

|             |              |          |
|-------------|--------------|----------|
| May 15      | Tues.        | \$39     |
| 6-8:30 p.m. | J. Pingitore | TCCE 101 |
| Crs. #4354  | 2.5 hrs.     |          |

#### Flower Pounding

Using freshly gathered flowers, we will create compositions and pound them onto a canvas bag and other useable fabrics. This will create beautiful works of art from nature which will last for many years. *Most materials will be provided, but please bring any flowers or ferns that you may have.*

#### Cattaraugus Campus

|             |              |          |
|-------------|--------------|----------|
| May 22      | Tues.        | \$39     |
| 6-8:30 p.m. | J. Pingitore | TCCE 101 |
| Crs. #4355  | 2.5 hrs.     |          |

**TIP:**  
**Follow Your Favorite Team by Adding Their Schedule to Your Calendar**

**To Add All Dates to your Personal Calendar in Outlook**

- ◆ In Google type iCalendar for "name of team"
- ◆ Click "Download" button for ical (.ics)
- ◆ Click Save
- ◆ On the **File** menu click on **Import and Export. . .**
- ◆ Click **Import an iCalendar (.ics) or vCalendar (.vcs)**
- ◆ Click Next
- ◆ Double click the ical file you have downloaded.
- ◆ When the **Import** option is chosen the data will be added to your Personal Exchange Calendar.
- ◆ \*When the **Open as New** option is chosen the file will open as a separate Calendar beside the Personal Exchange Calendar.

#### To Fly or Not to Fly

How do I get started to fly? This four-hour introductory review will help you decide whether you should invest the time and money in obtaining a pilot license. The class will include a summary of some of the different licenses an individual can obtain: Recreational License; Private Plane License; Sport Pilot License. Recreational and Pilot licenses have been available for quite some time. For a Sport Plane License, the cost is substantially lower, it's applicable for airplanes weighing up to 1320 pounds, and you can use a valid automobile driver's license in place of an FAA medical examination. The instructor will answer questions regarding available flight training courses in the Chautauqua County region.

#### Jamestown Campus

|              |               |            |
|--------------|---------------|------------|
| Mar. 12 & 14 | Mon. & Wed.   | \$28       |
| 6-8 p.m.     | J. Minarovich | *JCC Clrm. |
| Crs. #4142   | 4 hrs.        | CC Airpt.  |

#### Ground School for Private and Recreational Pilots

This course is designed to help the individual get prepared to take and pass the tests for: Recreational Pilot License, Private Pilot License, and Sport Plane Pilot License

#### Jamestown Campus

|                 |               |            |
|-----------------|---------------|------------|
| Mar. 19-May 23* | Mon. & Wed.   | \$245      |
| 6:30-9 p.m.     | J. Minarovich | *JCC Clrm. |
| Crs. #4143      | 40 hrs.       | CC Airpt.  |

**\*No class on April 2, 4, 9 & 11**

#### Retirement Planning Today

This course will give you information to help you plan for your retirement. The class will discuss types of plans, securities, bonds, life insurance and investment options to help you make an informed choice. *This is not a sales course.* It provides information on options available to you to help you plan your retirement. *Price includes a workbook.*

#### Cattaraugus Campus

|                |             |          |
|----------------|-------------|----------|
| Mar. 21 & 28   | Wed.        | \$42     |
| 6:30-9:30 p.m. | M. Hendrix, | TCCE 101 |
|                | C.F.P.      |          |
| Crs. #4191     | 6 hrs.      |          |

#### Jamestown Campus

|                |             |           |
|----------------|-------------|-----------|
| Mar. 22 & 29   | Thurs.      | \$42      |
| 6:30-9:30 p.m. | M. Hendrix, | CARN The. |
|                | C.F.P.      |           |
| Crs. #4154     | 6 hrs.      |           |

# Personal Enrichment

## Health and Well Being/Exercise

### Adaptive Yoga

Adaptive yoga is a very gentle form that uses props (towels, pads, mats, and straps) to enable those with tight or weak muscles to practice in comfort. This type of yoga stretches and strengthens the entire body and allows both mind and body to reach deep relaxation. The poses learned will build strength, flexibility, and balance. Safety is stressed as participants learn the postures, and breathing techniques will increase lung capacity and promote relaxation. Anyone, regardless of physical condition, can engage in, and benefit from, this practice. **Wear comfortable clothes and bring a blanket to class.**

#### Jamestown Campus

Jan. 24-Feb. 28 Tues. \$33  
5:15-6:15 p.m. V. DiCarlo CSCE 129  
Crs. #4245 6 hrs.

Mar. 6-Apr. 17\* Tues. \$33  
5:15-6:15 p.m. V. DiCarlo CSCE 129  
Crs. #4246 6 hrs.

\*No class on April 10.

### Yoga

Take this non-credit course where you'll be introduced to the art of Hatha Yoga which deals with systematically and gradually loosening bound joints, tight muscles, connective tissues and other areas of the body as well as includes relaxation techniques. Learn how to relieve stress and emotional tension through yoga, guided imagery, diaphragmatic breathing, and breath awareness and form a strong foundation for an optimum state of health and well being. Anyone can participate in this class designed specifically for people with little or no experience. **Wear comfortable clothes and bring a towel or mat to class.**

#### Jamestown Campus

Jan. 25-Feb. 29 Wed. \$33  
11:30 a.m.- V. DiCarlo CSCE 129  
12:30 p.m. 6 hrs.  
Crs. #4247

Mar. 7-Apr. 18 Wed. \$33  
11:30 a.m.- V. DiCarlo CSCE 129  
12:30 p.m. 6 hrs.  
Crs. #4248

No class on April 11.

### White Crane Gung Fu

This course consists of stretching and self-defense and is considered to be a totally non-aggressive art.

#### Jamestown Campus

Jan. 24-May 15\* Tues. \$100  
5:30-7 p.m. R. Sarber CSCE 113  
Crs. #4115 22.5 hrs. & 114

\*No Class on April 3 & 10

### Healthy Looking Inside and Out with Pilates

Do you want to dramatically transform the way your body looks, feels, and performs? Do you want to build strength, have a toned body, and develop internal awareness? Who wouldn't want this! Take this Pilates-based class, (developed by Joseph Pilates), to increase body awareness, improve posture, and focus internally. These exercises focus on the abdominal and spine or back muscles and are targeted at strengthening the "core" of the body. This class is a combination of Pilates, yoga, stretching, weight bearing exercises, and isometric exercises.

#### North County Center

Jan. 24-Mar. 29 Tues. & Thurs. \$80  
6-7 p.m. L. Liedke NCTC 117  
Crs. #4279 20 hrs.



### Mindful Meditation

We all have to breathe, but did you know there are better ways to breathe? Take this energizing and enlightening class where participants will learn different breathing techniques for rest, comfort, energy, and mindfulness. Participants will also engage in and learn the skills of mindful meditation which will help you be better attuned to yourself and others as well as reduce stress.

#### North County Center

Feb. 21-Mar. 6 Tues. \$42  
6:15-8:15 p.m. E. Hammond NCTC 116  
Crs. #4226 6 hrs.



### Hatha Yoga for Beginners

Learn basic yoga poses and breathing techniques that are designed to ease tension, improve flexibility and increase strength. Participants will practice relaxation techniques, such as guided meditation to enhance overall body awareness. No experience is necessary, but mobility must include getting down on a mat.

#### Cattaraugus Campus

Jan. 18-Feb. 27 Mon. & Wed. \$79  
6:30-7:30 p.m. L. Yohon LLAC 308  
Crs. #4194 10 hrs.

### Tai Chi—Beginning

Join us in learning about the benefits in practicing Tai Chi. You will hear about the philosophy of the movement style and practice gentle exercises designed to stretch and tone muscles. The benefits of Tai Chi may include stress reduction, increased endurance, higher energy levels, general well being and a better focus. The instructor has had 43 years of experience in Tai Chi, having studied in the U.S. and China. The form that will be taught is Chinese Chi Gung Healing Form. **Quota is 24...register early...no exceptions.** (This Tai Chi class is for beginners ONLY. Skill level may be determined by instructor and/or Cont. Ed. Office.)

#### Jamestown Campus

Jan. 24-May 15\* Tues. \$70  
7:30-8:30 p.m. P. Ellis CSCE 113  
Crs. #4125 15 hrs. & 114

\*No Class on April 3 & 10

### Tai Chi—The Next Level

(The following 3 classes, Tai Chi "The Next Level" are for students who have taken at least one Tai Chi class. **NO beginners.**)

#### Jamestown Campus

Jan. 23-May 14\* Mon. \$70  
6-7 p.m. R. Sarber CSCE 113  
Crs. #4114 15 hrs. & 114

\*No Class on April 2 & 9

Jan. 25-May 16\* Wed. \$70  
1-2 p.m. R. Sarber CSCE 113  
Crs. #4116 15 hrs. & 114

\*No Class on April 4 & 11

Jan. 25-May 16\* Wed. \$100  
6-7:30 p.m. R. Sarber CSCE 113  
Crs. #4117 22.5 hrs. & 114

\*No Class on April 4 & 11



### Personal Trainer Certification Course—FREE Orientation

This FREE one-hour Personal Fitness Training Orientation is designed to provide information for anyone interested in the fitness profession or in becoming a nationally certified personal trainer. This presentation includes a brief overview of the industry and professional trends, a look at the study materials while allowing ample time for a Q & A session. Although this is a free orientation, student registration is required so that we can provide sufficient materials.

#### Jamestown Campus

Mar. 31 Sat. FREE  
10:30-11:30 a.m. TBA CARN 123  
Crs. #4338 1 hr.



### Personal Trainer Certification Course

There is a shortage of personal trainers in the workforce. Come join this fun field and be a part of what ABC NEWS.com states as the 4th hottest job in the U.S. at a national average of \$28 an hour. Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over an eight-week period for better retention and skill competency. The national exam is held on the ninth week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of practical training, and a 30-hour internship. It covers topics including biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment. CPR/AED is needed to receive the certificate. This course is brought to you in partnership with the World Instructor Training Schools (W.I.T.S.), which is the only major certifying body in the country providing comprehensive practical training and internship components. One hour lunch on your own.

#### Jamestown Campus

Apr. 21-June 23\* Sat. \$699  
9 a.m.-2 p.m. TBA CARN 123  
Crs. #4280 32 hrs.

\*No Class on May 26

# Personal Enrichment

## Health and Well-Being continued

### Zumba

Be a part of the fastest growing fitness program in the country and take Zumba. It's exercise in disguise! Zumba is a Latin-inspired, dance-fitness program that incorporates Latin and International music and dance movements, which create a dynamic, exciting, and effective fitness program. It gives participants a full-body workout, targeting areas such as gluteals, legs, arms, core, abdominals and the most important muscle in the body; the heart. Come join the fun! **Wear comfortable clothes, athletic footwear, and bring water to class.**

#### Jamestown Campus

|                |             |          |
|----------------|-------------|----------|
| Jan. 18-Mar. 5 | Mon. & Wed. | \$72     |
| 5:30-6:30 p.m. | R. Mason    | CSCE 129 |
| Crs. #4240     | 14 hrs.     | .        |

|                |             |          |
|----------------|-------------|----------|
| Mar. 7-Apr. 25 | Mon. & Wed. | \$72     |
| 5:30-6:30 p.m. | R. Mason    | CSCE 129 |
| Crs. #4241     | 14 hrs.     |          |

**No class on April 9**

### New Hip Hop for Weight Loss

Come join the dance party as our instructor leads you through easy to follow Hip Hop moves that burn calories, sculpt the abs, and put a smile on your face! **Please wear clothes you can move in, good sneakers (we recommend cross training sneakers or spin shoes), and bring a water bottle.**

#### Jamestown Campus

|                |           |          |
|----------------|-----------|----------|
| Jan. 19-Mar. 1 | Thurs.    | \$29     |
| 5:45-6:30 p.m. | R. Mason  | CSCE 129 |
| Crs. #4242     | 5.25 hrs. |          |

|                |           |          |
|----------------|-----------|----------|
| Mar. 8-Apr. 26 | Thurs.    | \$29     |
| 5:45-6:30 p.m. | R. Mason  | CSCE 129 |
| Crs. #4243     | 5.25 hrs. |          |

**No class on April 5**

### New The Art of Social Dancing

Dancing is a wonderful way to express oneself, connect socially, and have fun! Take this class where participants will learn general techniques and practical applications of dancing, as well as learn leading and following techniques. Class will feature three types of dance: a slow tempo dance such as the Foxtrot, a medium tempo dance such as Swing, and a fast tempo dance such as Latin. Both couples and individuals are encouraged to sign up. *No dance experience necessary.* **Wear comfortable, snug fitting shoes with a smooth bottom.**

#### Jamestown Campus

|                 |             |          |
|-----------------|-------------|----------|
| Jan. 22-Feb. 26 | Sun.        | \$33     |
| 6-7 p.m.        | A. Weisbrod | CSCE 129 |
| Crs. #4244      | 6 hrs.      |          |

## Chautauqua's Biggest LOSER!

This class has been so successful that we decided to offer it again. If you want to get fit and learn how to live a healthy lifestyle, then this is the class for you! Based on the popular TV show, this 14 week, 42 hour series will jump-start your way to fitness and health. Each week you will have three hours of classroom/gym training in nutrition, cardio-fitness and weights. Led by certified trainer, Shawna Brown, you will take those all important steps toward making those permanent changes to benefit your health and incorporate fitness into your life. Each participant has the same goal: to become Chautauqua's Biggest Loser. There are no eliminations (except the weight and inches), and the top three "losers" receive prizes at the end of the competition. **Classes will take place at the AG Combat Sports & Fitness Center, 1611 Foote Ave. Ext. Jamestown, NY. Sign up now, registration is limited!**

The prizes are:

- ◆ First prize- 8 free one on one sessions with Shawna Brown, certified personal trainer –(over \$160.00 value)
- ◆ Second Prize – 3 free months of gym membership at AG Combat & Fitness Center, 1611 Foote Ave. Ext. Jamestown, NY (over \$105.00 value)
- ◆ Third Prize – Gift certificate to be applied toward any JCC Center for Continuing Education Health & Wellness course (\$50 value)

#### Jamestown Campus

|                 |              |                         |
|-----------------|--------------|-------------------------|
| Jan. 3-April 3* | Tues. & Sun. | \$385                   |
| See below       | S. Brown     | AG Combat               |
| Crs. #4281      | 42 hrs.      | Sports & Fitness Center |

\*During the dates of Jan. 3– Apr. 3, class times are as follows:

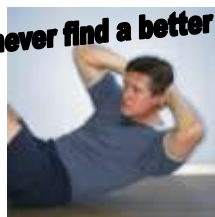
- ◆ Tuesdays, 6:30-8 p.m.
- ◆ Sundays, 12:30-2 p.m.

**To reach 42 class hours, the final day of class will be Thurs., April 5th, 6:30-8 p.m.**

**You get all of this for \$9/hour:**

- ◆ Nutrition information
- ◆ Personal trainer
- ◆ Group support
- ◆ Complete gym usage
- ◆ Cardio and weight training
- ◆ PLUS friendly competition and great prizes!

**You'll never find a better bargain!**



### New Fitness for Family and Fun

Trying to juggle exercise and spending time with your kids in a fun way? Here's an exercise/dance class designed for parent and child bonding and fitness fun. Both adults and children can enjoy the benefits of exercise activities together that provide a moderate cardio workout for all fitness levels. The selected moves and class structure incorporate the latest in hip hop, line dancing, and contra dance steps. This class is a fun and exciting way to encourage quality time with your child and get and/or stay fit! **(children ages 8-16) One child free with registered adult.**

#### Jamestown Campus

|                 |          |              |
|-----------------|----------|--------------|
| Apr. 25-June 13 | Wed.     | \$48         |
| 4-4:45 p.m.     | R. Mason | CSCE 113/114 |
| Crs. #4283      | 8 hrs.   |              |

### New Practical Self-Defense

This co-ed self-defense course prepares participants to minimize the possibilities of criminal assaults and confrontations. Students will learn to use practical and effective physical actions when no other alternative is available. Learning how not to be a victim is the main course objective. Elements of karate, aikido, judo, and other fighting martial arts are utilized.

#### Cattaraugus Campus

|                 |              |         |
|-----------------|--------------|---------|
| Jan. 20-Feb. 24 | Fri.         | \$79    |
| 5:30-7 p.m.     | B. Broughton | TCCE101 |
| Crs. #4357      | 9 hrs.       |         |

### Compare Documents For Differences

- ◆ On the Review tab, in the Compare group, click Compare, and then click Compare again.
- ◆ Enter the documents in the dialog box, and click OK.
- ◆ Scroll through to view the differences.

# Personal Enrichment

## JCC PrimeTime Series

PrimeTime is a series of educational and recreational opportunities presented by the Warren Center of Jamestown Community College in cooperation with Warren Co. Historical Society and Allegheny Community Center. **All classes will meet at the Historical Society OR the Allegheny Community Center, TAWC Building, 2nd Floor, 42 Clark St., Warren, PA., unless otherwise noted. No tuition waivers.**

### **New** Early Days of Warren County

This class is a pictorial look back to the days of the lumbering industry and life as residents knew it with references from the book Old Time Tales of Warren County by Arch Bristow. *No tuition waivers.*

**Warren Center**  
Jan. 18 Wed. \$7  
1-3 p.m. C. Putnam Allegheny Ctr.  
Crs. #4249 2 hrs.

### **New** Cooking for 1 or 2

This class is a demonstration of all the meals that can be prepared using one chicken. Shopping, preparing and storing individual meals will also be discussed. *No tuition waivers.*

**Warren Center**  
Jan. 24 Tues. \$10  
2-4 p.m. S. Larson Allegheny Ctr.  
Crs. #4250 2 hrs.



### **New** Heart Disease and Hypertension

This class will help you identify ways to impact diseases such as diabetes, osteoporosis, hypertension, and heart disease by changing dietary habits. **This is not a substitute for medical advice and is for informational purposes only. No tuition waivers.**

**Warren Center**  
Feb. 8 Wed. \$7  
1-3 p.m. D. Sterling, RD Allegheny Ctr.  
Crs. #4251 2 hrs.

### **New** Diabetes

This class will help you identify ways to impact diseases such as diabetes, osteoporosis, hypertension, and heart disease by changing dietary habits. **This is not a substitute for medical advice and is for informational purposes only. No tuition waivers.**

**Warren Center**  
Mar. 14 Wed. \$7  
1-3 p.m. D. Sterling, RD Allegheny Ctr.  
Crs. #4252 2 hrs.

### **New** Osteoporosis

This class will help you identify ways to impact diseases such as diabetes, osteoporosis, hypertension, and heart disease by changing dietary habits. **This is not a substitute for medical advice and is for informational purposes only. No tuition waivers.**

**Warren Center**  
Apr. 11 Wed. \$7  
1-3 p.m. D. Sterling, RD Allegheny Ctr.  
Crs. #4253 2 hrs.

### **New** Design Your Own Headstone

This class explains materials, symbols, computer technology, and cemetery selection in the creation and design of your memorial. *No tuition waivers.*

**Warren Center**  
Feb. 15 Wed. \$7  
1-3 p.m. G. Borland Allegheny Ctr.  
Crs. #4254 2 hrs.

### **New** Going Down Memory Lane

This class takes participants through highlights in their lives by discussing significant events that occurred at each month of the year. **This is not a memory game. No tuition waivers.**

**Warren Center**  
Mar. 5 Mon. \$7  
1-2 p.m. G. Lester Allegheny Ctr.  
Crs. #4255 1 hr.

### **New** Ghost Stories of Warren County

This class takes participants on a virtual tour of Warren County's most popular ghost tales. *No tuition waivers.*

**Warren Center**  
Mar. 7 Wed. \$7  
1-2:30 p.m. A. Watkins Allegheny Ctr.  
Crs. #4256 1.5 hrs.

### **New** Family Tree Maker™

You have your family tree traced and you are ready to organize it. Now what do you do? You put it on the computer to preserve your research and family history for generations to come. In this class, you will take a "walk through time" utilizing Family Tree Maker™ software. Not only will it allow you to organize all of your research, you will be able to incorporate newspaper clippings, scan pictures, and gather ideas about how to save this work for posterity. Additionally, you will discuss proper backup procedures so that future generations can enjoy your work as well as become more proficient at transferring or sharing information from Family Tree Maker™ User to User. *This course is for the beginner to avid users of Family Tree Maker™ software. This class meets at the Warren Forest Higher Education Council—Curwen Building. No tuition waivers.*

**Warren Center**  
Mar. 12 & 14 Mon. & Wed. \$49  
6-9 p.m. J. McGowan Hi-Ed Comp Lab  
Crs. #4257 6 hrs. Curwen Bldg.

### **New** Archiving Family Records Locally

Learn how textiles, artifacts, images and documents are properly archived and stored locally for easier access at the Warren County Historical Society. Gravestone etchings and Website resources for research will also be discussed. **This class will be held at the Historical Society.**

**Warren Center**  
Mar. 20 Tues. \$7  
1-3 p.m. M. Gray Historical Society  
Crs. #4258 2 hrs.

### **New** "In a Pig's Eye!"

What is your favorite expression? Participants will discuss the origins and significance of each expression and share some of their own favorites. *No tuition waivers.*

**Warren Center**  
Apr. 2 Mon. \$7  
1-2 p.m. G. Lester Allegheny Ctr.  
Crs. #4259 1 hr.

### **New** Moguls, Mansions, and Memories

This class is about the personal memories of a young couple's friendship with the entrepreneurial families who made Warren a "boom town" in the early 1900's. Their mansions and community good deeds are still with us. *No tuition waivers.*

**Warren Center**  
Apr. 18 Wed. \$7  
1-2 p.m. A. Tranter Allegheny Ctr.  
Crs. #4262 1 hr.

## Build and Win a Shed!

Wouldn't it be great to have some extra storage space on your property and have the know-how to build it? Come learn construction basics, take part in the design and planning process, then put your knowledge to use to build a functional 4x8 utility shed. At the end of the class we'll conduct a drawing for one lucky apprentice to take home the finished project! This class is for beginners or those with minimal building experience. **Students should bring safety glasses and work gloves and be dressed appropriately as the hands on activities will be outside. You will have 1/2 hr. lunch on your own.**

*This class is limited to 10 students and is done in partnership with Ace Hardware in Warren. No tuition waivers.*

### Warren Center

|  |           |              |
|--|-----------|--------------|
| Apr. 21                                | Sat.      | \$75         |
| 8 a.m.-4:30 p.m. (1/2 hr lunch on own) |           |              |
|  | D. Nelson | Ace Hardware |
| Crs. #4270                             | 8 hrs.    | Warren, PA   |

## Ace the SAT

Critical Reading and Math are taught along with tips on how to study and prepare for the Scholastic Aptitude Test. \*Includes text.

### Cattaraugus County Campus

|                |                   |          |
|----------------|-------------------|----------|
| Feb. 27-Mar. 8 | Mon.-Thurs.       | *\$65    |
| 6-8 p.m.       | M. Zias/E. Snyder |          |
| Crs. #4192     | 16 hrs.           | TCCE 110 |

|               |                   |          |
|---------------|-------------------|----------|
| Apr. 23-May 3 | Mon.-Thurs.       | *\$65    |
| 6-8 p.m.      | M. Zias/E. Snyder |          |
| Crs. #4193    | 16 hrs.           | TCCE 110 |



## 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?



## "Social Media & Your Business"

**March 28, 2012**

**9:30 a.m.-4:30 p.m.**

**JCC's Carnahan Building Theater**

(further details will be provided at a later date)

### The event will feature:

- ◆ Keynote speakers "How Social Media will Affect You"
- ◆ Website critiques – Your Web Presence
- ◆ Panel presentations and discussions
- ◆ Breakout session topics will include:
  - ◆ Marketing on "the Web"
  - ◆ Use of Twitter™, Facebook™, Blogging, etc.
  - ◆ And more!

**Stay tuned...this will be an eye-opening event!**



Co-sponsored by JCC's:  
Small Business Development Center  
and the  
Jamestown Center for Continuing Education



# Personal Enrichment



## Auto Point/Insurance Class

Traffic Survival Workshops  
The Point/Insurance Reduction Program, offered through the National Traffic Safety Institute and approved by the Department of Motor Vehicles, offers participants a way to reduce driver record violation points and/or insurance premiums. **Saturday classes have a 1/2 hour lunch on your own. Please bring your driver's license to class.**

**Note: Students must arrive at this class promptly by 9 a.m. or 6:00 p.m. If you are late, you will not be admitted. We strictly adhere to this policy. This applies to every JCC location.**

### Cattaraugus Campus

|                  |              |          |      |
|------------------|--------------|----------|------|
| Jan. 21          | Sat.         |          | \$35 |
| 9 a.m.-3:30 p.m. | D. French    | TCCE 101 |      |
| Crs. #4179       | 6 hrs.       |          |      |
| Feb. 20 & 21     | Mon. & Tues. |          | \$35 |
| 6-9 p.m.         | B. Aiello    | TCCE 101 |      |
| Crs. #4180       | 6 hrs.       |          |      |
| Mar. 17          | Sat.         |          | \$35 |
| 9 a.m.-3:30 p.m. | D. French    | TCCE 101 |      |
| Crs. #4181       | 6 hrs.       |          |      |
| Apr. 16 & 17     | Mon. & Tues. |          | \$35 |
| 6-9 p.m.         | B. Aiello    | TCCE 101 |      |
| Crs. #4182       | 6 hrs.       |          |      |
| May 19           | Sat.         |          | \$35 |
| 9 a.m.-3:30 p.m. | D. French    | TCCE 101 |      |
| Crs. #4183       | 6 hrs.       |          |      |

### Jamestown Campus

|                  |                |          |      |
|------------------|----------------|----------|------|
| Jan. 24 & 26     | Tues. & Thurs. |          | \$35 |
| 6-9 p.m.         | L. Livingston  | CARN 120 |      |
| Crs. #4132       | 6 hrs.         |          |      |
| Jan. 28          | Sat.           |          | \$35 |
| 9 a.m.-3:30 p.m. | D. Cappiello   | CARN 120 |      |
| Crs. #4133       | 6 hrs.         |          |      |
| Feb. 7 & 8       | Tues. & Wed.   |          | \$35 |
| 6-9 p.m.         | L. Livingston  | CARN 120 |      |
| Crs. #4134       | 6 hrs.         |          |      |
| Feb. 11          | Sat.           |          | \$35 |
| 9 a.m.-3:30 p.m. | D. Cappiello   | CARN 120 |      |
| Crs. #4135       | 6 hrs.         |          |      |
| Mar. 13 & 14     | Tues. & Wed.   |          | \$35 |
| 6-9 p.m.         | L. Livingston  | CARN 120 |      |
| Crs. #4136       | 6 hrs.         |          |      |

### Jamestown Campus—continued

|                  |               |          |      |
|------------------|---------------|----------|------|
| Mar. 24          | Sat.          |          | \$35 |
| 9 a.m.-3:30 p.m. | D. Cappiello  | CARN 123 |      |
| Crs. #4137       | 6 hrs.        |          |      |
| Apr. 24 & 25     | Tues. & Wed.  |          | \$35 |
| 6-9 p.m.         | L. Livingston | CARN 120 |      |
| Crs. #4138       | 6 hrs.        |          |      |
| Apr. 28          | Sat.          |          | \$35 |
| 9 a.m.-3:30 p.m. | D. Cappiello  | CARN 120 |      |
| Crs. #4139       | 6 hrs.        |          |      |
| May 5            | Sat.          |          | \$35 |
| 9 a.m.-3:30 p.m. | D. Cappiello  | CARN 120 |      |
| Crs. #4140       | 6 hrs.        |          |      |
| May 9 & 10       | Wed. & Thurs. |          | \$35 |
| 6-9 p.m.         | L. Livingston | CARN 125 |      |
| Crs. #4141       | 6 hrs.        |          |      |

### North County Center

|                  |                |          |      |
|------------------|----------------|----------|------|
| Jan. 21          | Sat.           |          | \$35 |
| 9 a.m.-3:30 p.m. | D. Cappiello   | NCTC 116 |      |
| Crs. #4127       | 6 hrs.         |          |      |
| Feb. 7 & 9       | Tues. & Thurs. |          | \$35 |
| 6-9 p.m.         | D. Cappiello   | NCTC 116 |      |
| Crs. #4128       | 6 hrs.         |          |      |
| Mar. 3           | Sat.           |          | \$35 |
| 9 a.m.-3:30 p.m. | D. Cappiello   | NCTC 115 |      |
| Crs. #4129       | 6 hrs.         |          |      |
| Apr. 24 & 26     | Tues. & Thurs. |          | \$35 |
| 6-9 p.m.         | D. Cappiello   | NCTC 116 |      |
| Crs. #4130       | 6 hrs.         |          |      |
| May 19           | Sat.           |          | \$35 |
| 9 a.m.-3:30 p.m. | D. Cappiello   | NCTC 116 |      |
| Crs. #4131       | 6 hrs.         |          |      |

## DMV Pre-Licensing

### 5-hour Pre-Licensing Course

This is the five-hour NYS Department of Motor Vehicles' pre-licensing course for students who are in the process of applying for their NYS motor vehicle license. **You must bring your photo permit to class.**

### Cattaraugus Campus

|             |              |          |      |
|-------------|--------------|----------|------|
| Jan. 18     | Wed.         |          | \$25 |
| 4-9:30 p.m. | Wm. Bathurst | TCCE 101 |      |
| Crs. #4184  | 5 hrs.       |          |      |
| Feb. 15     | Wed.         |          | \$25 |
| 4-9:30 p.m. | Wm. Bathurst | TCCE 101 |      |
| Crs. #4185  | 5 hrs.       |          |      |
| Mar. 7      | Wed.         |          | \$25 |
| 4-9:30 p.m. | Wm. Bathurst | TCCE 101 |      |
| Crs. #4186  | 5 hrs.       |          |      |
| Apr. 18     | Wed.         |          | \$25 |
| 4-9:30 p.m. | Wm. Bathurst | TCCE 101 |      |
| Crs. #4187  | 5 hrs.       |          |      |
| May 16      | Wed.         |          | \$25 |
| 4-9:30 p.m. | Wm. Bathurst | TCCE 101 |      |
| Crs. #4188  | 5 hrs.       |          |      |



### Traffic Survival Online

Complete this course at your convenience. You need basic computer skills and internet access. For details:  
[www.sunyjcc.edu/continuinged](http://www.sunyjcc.edu/continuinged)

Go to Online Courses

***This class is through the National Traffic Safety Institute.***

# How to find us...



**Cattaraugus Campus • Training and Conference Center**  
260 N. Union St. • Olean, NY 14760  
Phone: (716) 376-7506 | Fax: (716) 376-7031



**Jamestown Campus • Carnahan Training and Conference Center**  
PO Box 20 • Jamestown, NY 14702-0020  
Phone: (716) 338-1005 | Fax: (716) 338-1456



**North County Center • Training and Conference Center**  
10807 Bennett Rd. • Dunkirk, NY 14048  
Phone: (716) 363-6500 | Fax: (716) 363-6590



**Warren Center • Curwen Building**  
185 Hospital Dr • North Warren, PA 16365  
Phone: (814) 723-3577 | Fax: (814) 723-3951

**REGISTER NOW! \* We cannot process your registration without this information.**

|   |              |                |      |
|---|--------------|----------------|------|
| *NAME   |              | EMAIL ADDRESS: |      |
| *HOME ADDRESS   |              |                |      |
| *CITY   |              | *STATE         | *ZIP |
| *HOME PHONE   |              | *WORK PHONE    |      |
| *SOCIAL SECURITY # <i>OR</i> *BIRTHDATE (we must have one listed) |              |                |      |
| CRS (4-digit course #)  | COURSE TITLE |                | FEE  |
|   |              |                |      |
|   |              |                |      |

METHOD OF PAYMENT:       **Personal Check Enclosed**      (if registering by mail—send form to JCC location where you are attending the program)

For your personal security purposes, Jamestown Community College has adopted a policy that we will no longer accept credit card payments via fax or mail. Registrations by phone using Visa, MC or Discover are always welcome— or stop in person at the nearest location.

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

**JCC-North County Center**  
10807 Bennett Rd.  
Dunkirk, NY 14048  
716.363.6500

**JCC-Warren Center**  
Curwen Bldg.,  
589 Hospital Dr., Suite F  
North Warren, PA 16365  
814.723.3577

**JCC-Cattaraugus Campus**  
Continuing Education  
Training & Conference Ctr.  
260 N. Union St.  
Olean, NY 14760  
716.376.7506

The college reserves the right, whenever it deems advisable, to change its schedule of tuition and fees; to withdraw, cancel, reschedule, or modify any course, program of study, degree, requirement or policy. Jamestown Community College is sponsored by a regional board of trustees representing Cattaraugus County, Chautauqua County, and the City of Jamestown. Jamestown Community College does not discriminate on the basis of color, sex, sexual orientation, race, creed, religion, national origin or citizenship, age, marital status, military status, disability, family status, domestic violence victim status, arrest or conviction record, or predisposing genetic characteristics. This policy applies to access to all activities and programs under the college sponsorship as well as to application and selection for admission, employment, and all other personnel procedures within the college. This material can be made available in alternative media upon request for those with disabilities.

**Cancelled Courses**

If a class is cancelled, we will notify you prior to class.

**Refunds**

JCC refunds 100% up to three (3) business days prior to the start of the class or before the advertised deadline. Your refund will be issued in check form approximately two weeks after you drop the course(s). **JCC does not refund via cash and does not credit a credit card transaction.**

**Weather**

If it should become necessary to cancel classes or close the college because of inclement weather, the announcement will be made over:

**Jamestown:**                                WJTN, MIX 93.3, WKSJ, WHMU, WQFX  
**Warren:**                                    WRRN, WKNB  
**Cattaraugus County Campus:**        WHDL, WPIG, WMXO, WOEN  
**North County Center:**                WDOE, WBKX

Weather notifications are also posted on the JCC website: [www.sunyccc.edu](http://www.sunyccc.edu)

**Registration**

Don't wait to register! We need a minimum number of registrants for each course in order to run it. Sometimes your registration will make the difference between running the class or canceling it, or you may lose a spot because a course is full.

## Computer Courses

|  |       |
|--|-------|
| Adobe Photoshop CS5 .....                    | 6     |
| FaceBook™ Ads .....                          | 6     |
| FaceBook™ for Beginners .....                | 6     |
| Family Reunion Event Planning .....          | 7     |
| File Management .....                        | 7     |
| Indesign™ I and II .....                     | 6     |
| Mail Merge Using Word .....                  | 4     |
| MS Access I, II and III .....                | 4     |
| MS Excel I, II and III .....                 | 5     |
| MS PowerPoint .....                          | 6     |
| MS Publisher .....                           | 6     |
| MS Word I, II and III .....                  | 4     |
| Online Social Networking .....               | 6     |
| PhotoShop™ I and II .....                    | 6     |
| Presentation Technology Checklist .....      | 7     |
| QuickBooks Part I and II .....               | 5     |
| Social Media for Your Business .....         | 8, 27 |
| Social Media Strategies for Business .....   | 6     |
| Transitioning to Office 2010 .....           | 7     |
| Workshop: "Face to Face" with Skype .....    | 7     |
| Workshop: Getting Ready for Grad Party ..... | 7     |
| Workshop: Holiday Crafts Using Cricut® ..... | 7     |
| Workshop: Lego™ Robotics-Family Teams .....  | 7     |
| Workshop: Presentation Tech.Checklist .....  | 7     |

## Online Education

|                               |       |
|-------------------------------|-------|
| Barrier Precautions .....     | 10    |
| Business Basics .....         | 8     |
| Ed2Go .....                   | 9, 16 |
| Online Career Training .....  | 9     |
| Traffic Survival Online ..... | 28    |

## Partnership Programs

|  |    |
|--|----|
| Dunkirk Free Library .....             | 7  |
| Prendergast Library .....              | 5  |
| World's Learning Center Programs ..... | 19 |



## World Learning Center Programs

|   |    |
|---|----|
| 20 Wishes .....                               | 21 |
| Astrology: Why Can't We All Get Along .....   | 21 |
| Exploring Water Color Painting—Phase II ..... | 23 |
| Improv for All Ages .....                     | 21 |
| Life is an Improv .....                       | 21 |
| Mindful Meditation .....                      | 24 |
| Natural Healing .....                         | 21 |



## "New" Programs Section

|                                   |    |
|-----------------------------------|----|
| Computer Courses .....            | 18 |
| Career Enrichment .....           | 18 |
| General Personal Enrichment ..... | 18 |
| World's Learning Center .....     | 18 |

## Training Programs

|                                    |    |
|------------------------------------|----|
| Customized Training Programs ..... | 20 |
|------------------------------------|----|

## Career Enrichment

|  |         |
|--|---------|
| Advanced Topics for Supervisors .....          | 11      |
| Alzheimer's: Paranoia and Dementia .....       | 10      |
| Alzheimer's: Power Your Memory .....           | 10      |
| Alzheimer's: Understanding Wandering .....     | 10      |
| Barrier Precautions .....                      | 10      |
| Becoming A Change Champion .....               | 14      |
| Blueprint Reading .....                        | 16      |
| Building An Effective Board of Directors ..... | 17      |
| Building Excellent Customer Service .....      | 15      |
| Building High Performance Teams .....          | 11      |
| Building Positive Working Relationships .....  | 14      |
| Child Abuse Awareness Training .....           | 10      |
| Communication Skills .....                     | 15      |
| Conducting Meetings Using Technology .....     | 17      |
| Conflict Resolution .....                      | 11      |
| Control and Follow-Up .....                    | 15      |
| Creativity/Innovation for Professionals .....  | 13      |
| Customer Service .....                         | 13      |
| Delegating Work .....                          | 15      |
| Delivering Feedback 1st Time & Beyond .....    | 15      |
| Delivering Feedback First Time (Series) .....  | 12      |
| Delivering On Your Company Promise .....       | 14      |
| Developing Others .....                        | 14      |
| Electrical Safety Course .....                 | 16      |
| EMT Basic & Refresher Courses .....            | 11      |
| Fundraising & Marketing for Non-Profits .....  | 17      |
| Generational Insight .....                     | 15      |
| Generational Insights (Series) .....           | 12      |
| Grant Writing .....                            | 17      |
| How to Give Employees Feedback .....           | 14      |
| Introduction to Non-Profit Management .....    | 17      |
| It's Your Career .....                         | 12      |
| Laws Every Supervisor Should Know .....        | 12      |
| Leadership Skills for New Managers .....       | 12      |
| Legal Aspects of Supervision .....             | 15      |
| Making Transition -Team to Supervisor .....    | 12      |
| Meeting Personal & Organizational Goals .....  | 14      |
| Memos, Meetings & More .....                   | 11      |
| Motivation/Better Employee Performance .....   | 15      |
| Navigating Change Management .....             | 11      |
| Notary Public .....                            | 16      |
| Personal Trainer Certification Course .....    | 10      |
| Personal Trainer Cert. FREE Orientation .....  | 10      |
| Problem Solving & Decision Making .....        | 15      |
| Professional Standards-Customer Service .....  | 17      |
| Professional Standards-Tapping Potential ..... | 17      |
| Professional Standards-Team Effective .....    | 17      |
| Professional Standards-The Essentials .....    | 17      |
| Professional Standards-Wine Terminology .....  | 17      |
| Project Management .....                       | 12      |
| Recognizing Substance Abuse .....              | 12      |
| Recruit, Maintain & Manage Volunteers .....    | 17      |
| Security Guard Training .....                  | 16      |
| SERIES—Creativity/Innovation Profess .....     | 13      |
| SERIES—Leadership Skills for New Mgrs .....    | 12      |
| SERIES—Non-Profit Management .....             | 17      |
| SERIES—Restaurant Personnel .....              | 17      |
| SERIES—Supervisory Training .....              | 15      |
| Shop Math .....                                | 16      |
| Step Up Your Game! Meetings that Inspire ..... | 14      |
| Strategic Planning for Non-Profits .....       | 17      |
| Stress Management .....                        | 13 & 15 |
| Supervision & Personal Value .....             | 15      |
| Supervisor's Goal Setting .....                | 11      |
| Supervisory Training Series .....              | 15      |
| Taking Your Integrity With You .....           | 14      |
| Talking the Talk, Walking the Walk .....       | 14      |
| Team Building .....                            | 13      |
| Team Building Using Improvisation I & II ..... | 13      |
| Technical Writing .....                        | 16      |
| Time Management .....                          | 15      |
| Time Management & Stress Mgmt .....            | 12      |
| Transitioning Team Member to Supervisor .....  | 15      |
| Using Humor & Creativity to Improve Work ..... | 13      |
| Workplace Sensitivity .....                    | 12      |
| Writing Performance Reviews I & II .....       | 12      |
| Writing Well at Work .....                     | 12      |

## Personal Enrichment

|   |    |
|---|----|
| 20 Wishes .....                                   | 21 |
| 5-Hr. Pre-Licensing Course (DMV) .....            | 28 |
| Abstract Expressive Painting .....                | 23 |
| Ace the SAT .....                                 | 27 |
| Adaptive Yoga .....                               | 24 |
| All About U Series .....                          | 21 |
| Archiving Family Records .....                    | 26 |
| Art of Social Dancing .....                       | 27 |
| Astrology: Why Can't We All Get Along .....       | 21 |
| Auto Point/Insurance Class .....                  | 28 |
| Bad Dog, Bad Dog, Whatcha Gonna Do? .....         | 22 |
| Beginning Knitting & Crocheting .....             | 22 |
| Being Vegan/Vegetarian .....                      | 21 |
| Build and Win a Shed .....                        | 27 |
| Chautauqua's Biggest LOSER! .....                 | 25 |
| Cooking for 1 or 2 .....                          | 26 |
| Dementia/Long-Term Care: Reduce Falls .....       | 22 |
| Design Your Own Headstone .....                   | 26 |
| Diabetes .....                                    | 26 |
| Dog About Town, The Social Pet .....              | 22 |
| Early Days of Warren County .....                 | 26 |
| Exploring Water Color Painting—Phase II .....     | 23 |
| Family Tree Maker™ .....                          | 26 |
| Fitness for Family and Fun .....                  | 25 |
| Flower Pounding .....                             | 23 |
| Ghost Stories of Warren County .....              | 26 |
| Going Down Memory Lane .....                      | 26 |
| Ground School for Private Pilots .....            | 23 |
| Hatha Yoga for Beginners .....                    | 24 |
| Healthy Looking Inside & Out With Pilates .....   | 24 |
| Heart Disease & Hypertension .....                | 26 |
| Hip Hop for Weight Loss .....                     | 25 |
| Improv for All Ages .....                         | 21 |
| In a Pig's Eye .....                              | 26 |
| It's A Dog's Life: Canine College for Kids! ..... | 22 |
| Life is an Improv .....                           | 21 |
| Making Connections: Enriching Dementia .....      | 22 |
| Master Works .....                                | 23 |
| Memory Loss, Dementia/Alzheimers .....            | 22 |
| Mindful Meditation .....                          | 24 |
| Moguls, Mansions & Memories .....                 | 26 |
| Natural Healing .....                             | 21 |
| Natural Printmaking .....                         | 23 |
| Osteoporosis .....                                | 26 |
| Personal Trainer Certification Course .....       | 24 |
| Personal Trainer FREE Orientation .....           | 24 |
| Power Your Memory .....                           | 22 |
| Practical Self-Defense .....                      | 25 |
| Retirement Planning Today .....                   | 23 |
| SERIES: All About U .....                         | 21 |
| SERIES: JCC PrimeTime .....                       | 26 |
| Social Media & Your Business .....                | 27 |
| Spiritual Dimensions of Alzheimer's .....         | 21 |
| Swedish Just For Fun—Level II .....               | 22 |
| Tai Chi—Beginning .....                           | 24 |
| Tai Chi—The Next Level .....                      | 24 |
| Take A Trip Down Memory Lane .....                | 22 |
| To Fly or Not to Fly .....                        | 23 |
| Traffic Survival Online .....                     | 28 |
| Traffic Survival Workshops .....                  | 28 |
| White Crane Gung Fu .....                         | 24 |
| Yoga .....  | 24 |
| Zumba .....                                       | 25 |

## Manufacturing Training Institute (MTI)

|                                    |    |
|------------------------------------|----|
| Customized Training Programs ..... | 19 |
|------------------------------------|----|

Look what participants are saying

# ABOUT US...

**"Down to earth and realistic presentation, no matter what field you are from."**

~ Making the Transition from Team Member to Supervisor course participant

**"Instructor described Autism disorders in an understanding, meaningful way. Very well informed on the subject."**

~ The Child with Autism program participant

**"A lot of real-life skills that I can apply immediately to my job situation."**

~ How to Give Performance Feedback workshop participant

**"I would come back to the STEM (Science, Technology, Engineering, and Math) classes again because it was fun and I liked the projects."**

~ Catholic Academy of the Holy Family Afterschool program participant



525 Falconer Street  
P.O. Box 20  
Jamestown, New York 14702-0020

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