

Computer Courses

For information on Computer Courses held at the Cattaraugus County Campus—Olean, NY call:

(716) 376-7506

Introductory Courses

Computers for Beginners

Do you have a new computer in the house and feel frustrated because you don't know how to use it? Or are you thinking of buying a computer and are not sure you will be able to use it once you have it? This course is designed for the new computer user. This hands-on class starts "at the beginning." Students are guided at a comfortable pace through basic computer terminology, turning the computer on and off properly, using a mouse, and working with various computer programs. The course is structured so students can practice at home between classes, then bring questions and problems to the next class.

Jamestown Campus

4604	Janet Haveron	\$27	3 hrs.
Wed.	Sept. 9	9 a.m.-12 p.m.	CARN 109
4645	Jean McGowan	\$27	3 hrs.
Thurs.	Sept. 17	2-5 p.m.	CARN 109
4683	Mark Lessinger	\$27	3 hrs.
Tues.	Oct. 27	9 a.m.-12 p.m.	CARN 109
4680	Janet Haveron	\$27	3 hrs.
Wed.	Dec. 2	1-4 p.m.	CARN 109

North County Center

4481	Dawn Wood-Sager	\$27	3 hrs.
Fri.	Aug. 28	9 a.m.-12 p.m.	NCTC 122
4482	Pam Alessi	\$27	3 hrs.
Sat.	Sept. 19	9 a.m.-12 p.m.	NCTC 122

Keyboarding

Master basic keyboarding techniques and practice skill building to increase your accuracy and productivity. Many computer users just need to have basic keyboarding skills so that they do not have to rely on the hunt and peck method. Price includes book & practice CD.

Jamestown Campus

4605	Janet Haveron	\$137	20 hrs.
Mon., Wed., Fri.	Sept. 14-30	9:30a.m.-12p.m.	CARN 109
4666	Janet Haveron	\$137	20 hrs.
Mon., Wed., Fri.	Oct. 19-28	1-3:30 p.m.	CARN 109

North County Center

4483	Dawn Wood-Sager	\$137	20 hrs.
Tues., Thurs., Fri.	Sept. 1-17	8:30-11 a.m.	NCTC 122
4484	Pam Alessi	\$137	20 hrs.
Mon., Wed.,Thurs.	Sept. 21-Oct. 1	6-9:20 p.m.	NCTC 122

Windows Foundation

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

Jamestown Campus

4646	Janet Haveron	\$88	9 hrs.
Mon., Wed., Fri.	Sept. 21-25	1-4 p.m.	CARN 109
4649	Janet Haveron	\$88	9 hrs.
Mon., Wed., Fri.	Oct. 5-9	9 a.m.- 12 p.m.	CARN 109
4684	Mark Lessinger	\$88	9 hrs.
Tues. & Thurs.	Nov. 17-24	9 a.m.- 12 p.m.	CARN 109
4682	Janet Haveron	\$88	9 hrs.
Mon., Wed., Fri.	Dec. 7-11	1-4 p.m.	CARN 109

North County Center

4485	Dawn Wood-Sager	\$88	9 hrs.
Fri.	Sept. 4 & 11	12-4:30 p.m.	NCTC 122
4486	Pam Alessi	\$88	9 hrs.
Mon.,Wed.,Thurs.	Oct. 5-8	6-9 p.m.	NCTC 122

Windows II - 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

4647	Janet Haveron	\$27	3 hrs.
Fri.	Oct. 2	9 a.m.-12 p.m.	CARN 109
4663	Janet Haveron	\$27	3 hrs.
Mon.	Oct. 12	9 a.m.-12 p.m.	CARN 109
4681	Janet Haveron	\$27	3 hrs.
Fri.	Dec. 4	1-4 p.m.	CARN 109



Word Processing

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

Jamestown Campus—Office 2007

4651	Janet Haveron	\$88	9 hrs.
Mon., Wed., Fri.	Sept. 28-Oct. 2	1-4 p.m.	CARN 109

4652	Janet Haveron	\$88	9 hrs.
Mon., Wed., Fri.	Oct. 19-23	9 a.m.–12 p.m.	CARN 109

4667	Mark Lessinger	\$88	9 hrs.
Tues. & Thurs.	Oct. 15-22	6-9 p.m.	CARN 109

North County Center—Office 2007

4487	Dawn Wood-Sager	\$88	9 hrs.
Tues., Thurs., Fri.	Sept. 15-18	1:30-4:30 p.m.	NCTC 122

4488	Pam Alessi	\$88	9 hrs.
Mon., Wed., Thurs.	Oct. 12-15	6-9 p.m.	NCTC 122

Intro. to Word Processing using MS Word-Part II
This course is a continuation of the skills learned in MS Word Part I. Working with tabs, templates, borders and shading are covered in this class. Students will also create documents using clip art, drop caps, auto shapes, text boxes, and other inserted objects. Mail merge, creating mailing labels, and creating and working with tables will also be taught. Learn how to move around even the largest files and bring drab documents to life quickly by using the easy routines you will learn in this class. **Prerequisite: MS Word Part I.**

Jamestown Campus—Office 2007

4655	Janet Haveron	\$88	9 hrs.
Mon., Wed., Fri.	Oct. 5-9	1-4 p.m.	CARN 108

4656	Janet Haveron	\$88	9 hrs.
Mon., Wed., Fri.	Oct. 26-30	9 a.m.-12 p.m.	CARN 109

4668	Mark Lessinger	\$88	9 hrs.
Tues. & Thurs.	Nov. 5-12	6-9 p.m.	CARN 109

North County Center—Office 2007

4489	Dawn Wood-Sager	\$88	9 hrs.
Tues., Thurs., Fri	Sept. 22-25	1-4:30 p.m.	NCTC 122

4490	Pam Alessi	\$88	9 hrs.
Mon. & Wed.	Oct. 19-26	6-9 p.m.	NCTC 122

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

Jamestown Campus—Office 2007

4661	Janet Haveron	\$88	9 hrs.
Mon., Wed., Fri.	Oct. 12-16	1-4 p.m.	CARN 109

North County Center—Office 2007

4495	Dawn Wood-Sager	\$88	9 hrs.
Tues., Thurs., Fri.	Nov. 17-20	1:30-4:30 p.m.	NCTC 122

New! Intro. to Word Processing Using Open Office
Increase your knowledge of computers and learn the basic fundamentals of word processing to help improve your communication skills. These skills are used not only to create documents for work, but are also used to send email, search the net, and are the foundation for home-based or work-based desktop publishing projects. Learn how to enter and format text, print documents, move and copy text, work with margins, lists, and indents. This is a "must have" class if you will be working with computers. Open office 3.0 is a free program that you will be able to get off the internet. This program is available to anyone with an internet connection.

Jamestown Campus

4665	Jean McGowan	\$67	9 hrs.
Mon.	Nov. 30-Dec. 14	6-9 p.m.	CARN 109

New! Intro. to Word Processing for Job Preparedness
Word processing on the computer is a necessary skill for everyone. This course will cover the many features of word processing including the creation of various documents, how to edit and format text, writing letters, cutting & pasting, tabs, mail merge, mailing labels, tables, columns, headers and footers, styles and outlines. **Please bring a draft of your resume, cover letter and a flash drive to save and take your work home.**

Jamestown Campus—Office 2007

4674	Jean McGowan	\$27	3 hrs.
Mon.	Oct. 5	1-4 p.m.	CARN 109

4671	Jean McGowan	\$27	3 hrs.
Tues.	Nov. 3	4-7 p.m.	CARN 109

Email

Intro. to Email
If you want (need) help sorting out email, this is the course to help! Make sure you have an internet connection and we will help with the rest. You will learn to set up accounts, send email, read email, reply to email and properly delete them when you are done with them. This course will also help you to upload and download pictures and attachments (do you know the difference?) Bring your address book and get connected to the electronic age.

Jamestown Campus

4670	Janet Haveron	\$27	3 hrs.
Fri.	Oct. 30	1-4 p.m.	CARN 108

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Computer Courses

Spreadsheets

Intro. To Spreadsheets Using MS Excel—Part I
Analyzing numbers is becoming a basic job skill, and an electronic worksheet or spreadsheet is how it's done in today's workplace. Spreadsheet packages (such as Microsoft Excel) are ideal tools for managing and displaying numeric data. Learn to build spreadsheets, improve their appearance, create formulas that automatically recalculate and turn numbers into charts and maps. Students will enhance their computer skills, and improve their marketability in the workforce.

Jamestown Campus—Office 2007

4657	Jean McGowan	\$88	9 hrs.
Mon., Wed., Fri.	Oct. 19-23	1-4 p.m.	CARN 109
4658	Mark Lessinger	\$88	9 hrs.
Tues. & Thurs.	Oct. 27-Nov. 3	1-4 p.m.	CARN 108

4676	Janet Haveron	\$88	9 hrs.
Mon., Wed., Fri.	Nov. 30-Dec. 4	9 a.m.-12 p.m.	CARN 109

North County Center—Office 2007

4491	Dawn-Wood-Sager	\$88	9 hrs.
Tues., Thurs., Fri.	Sept. 29-Oct. 2	1:30-4:30 pm	NCTC 122
4492	Pam Alessi	\$88	9 hrs.
Mon. & Wed.	Oct. 28-Nov. 4	6-9 p.m.	NCTC 122

MS Excel Part II

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

Jamestown Campus—Office 2007

4659	Jean McGowan	\$88	9 hrs.
Mon., Wed., Fri.	Oct. 26-30	1-4 p.m.	CARN 109
4660	Mark Lessinger	\$88	9 hrs.
Tues. & Thurs.	Nov. 17-24	1-4 p.m.	CARN 109
4677	Janet Haveron	\$88	9 hrs.
Mon., Wed., Fri.	Dec. 7-11	9 a.m.-12 p.m.	CARN 109

North County Center—Office 2007

4493	Dawn Wood-Sager	\$88	9 hrs.
Tues., Thurs., Fri.	Oct. 6-9	1:30-4:30 p.m.	NCTC 122
4494	Pam. Alessi	\$88	9 hrs.
Mon. & Wed.	Nov. 9-16	6-9 p.m.	NCTC 122

MS Excel Part III

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

Jamestown Campus—Office 2007

4662	Jean McGowan	\$88	9 hrs.
Mon., Wed., Fri.	Nov. 2-6	1-4 p.m.	CARN 109

North County Center—Office 2007

4496	Dawn Wood-Sager	\$88	9 hrs.
Tues., Thurs., Fri.	Dec. 1-4	1:30-4:30 p.m.	NCTC 122



Intro. To Excel Using Open Office 2.0
Analyzing numbers is becoming a basic job skill and an electronic worksheet or spreadsheet is how it's done in today's workplace. Spreadsheets are ideal tools for managing and displaying numeric data. Learn to build spreadsheets, improve their appearance, create formulas that automatically recalculate and turn numbers into charts and maps. Open office 3.0 is a free program that you will be able to get off the internet. It allows the user to create documents and other important business documentation. This program is available to anyone with an internet connection.

Jamestown Campus—Office 2007

4673	Jean McGowan	\$67	9 hrs.
Mon.	Nov. 9-23	6-9 p.m.	CARN 109



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Thanks to a partnership between the Chautauqua County Chamber of Commerce and Jamestown Community College, chamber 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.)

Accounting

QuickBooks Part I—Version 2009

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

Jamestown Campus—Office 2007

4648	Jean McGowan	\$146	12 hrs.
Wed.	Sept. 30-Oct. 21	6-9 p.m.	CARN 109

North County Center—Office 2007

4502	Bruce Ferry	\$146	12 hrs.
Tues. & Thurs.	Oct. 20-29	6-9 p.m.	NCTC 122

QuickBooks Part II—Version 2009

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

Jamestown Campus—Office 2007

4675	Jean McGowan	\$117	9 hrs.
Wed.	Dec. 2-16	6-9 p.m.	CARN 109

North County Center—Office 2007

4503	Bruce Ferry	\$117	9 hrs.
Tues. & Thurs.	Nov. 10-17	6-9 p.m.	NCTC 122

Presentation and Graphics

MS PowerPoint

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

Jamestown Campus—Office 2007

4644	Janet Haveron	\$61	6 hrs.
Wed.	Sept. 9-16	1-4 p.m.	CARN 109

Jamestown Community College is committed to *CONNECTING* you to your goals by providing a *CHALLENGING* educational experience in a *CARING* environment.

Webpages

Introduction to DreamWeaver

Macromedia DreamWeaver 8 is a web design program used to create multimedia-rich websites. This class will be a basic/beginner class with the following concepts: getting started, creating a website, developing a web page, formatting text, using and managing graphics, creating links and navigation bars, working with tables and layers, working with frames, and working with HTML forms. A step-by-step book is included.

Jamestown Campus

4672	Jean McGowan	\$137	12 hrs.
Mon.	Nov. 9-30	1-4 p.m.	CARN 109

The Internet



Using the Internet to Help with a Job Search

The internet is a powerful tool to help with the job search. Learn how to use search engines and browsers in order to find different employment opportunities. This course is available to help you find internet job postings and job listings in addition to filling out applications. This is designed for anyone that needs a little help with using this emerging technology.

Jamestown Campus

4679	Janet Haveron	\$27	3 hrs.
Mon.	Nov. 30	1-4 p.m.	CARN 108



Introduction to the Internet and Online Learning Using Angel

You can do almost everything with the Internet today - shop, pay bills, research topics, this list goes on and on. Yet using the Internet may still be intimidating for people. No Longer! Take this introductory class where you will learn: how to access and use the Internet, Internet terminology and connections, and how to use search engines. This class is hands-on and will have you "surfing the net" in no time! In addition, this Internet class will include an introduction to the JCC computer lab and the ANGEL course management software. Students will be shown how to get the most from an online or hybrid class. While in class, our students will be participating in an online course which is designed for interaction with materials, other students, and facilitators/instructors becoming familiar with online learning. An additional workshop is then available for students to return to the classroom with any follow-up questions.

Jamestown Campus—Office 2007

4650	Jean McGowan	\$86	9 hrs.
Tues. & Thurs.	Oct. 6-13	2-5 p.m.	CARN 109

4664	Jean McGowan	\$86	9 hrs.
Tues. & Thurs.	Dec. 8-15	2-5 p.m.	CARN 109

North County Center—Office 2007

4637	Dawn Wood-Sager	\$86	9 hrs.
Mon.	Sept. 14 & 21	9 a.m.-12 p.m.	NCTC 122

www.sunybcc.edu/continuinged

Computer Courses

Do You Google™?

New! **So You Thought You Knew Google™**
 So you thought you knew Google; have you tried Google Docs, Google Translate, Google Group, or Google Maps. We'll explore these and if time permits; explore yet more Google.

North County Center
 4498 Staff \$36 3 hrs.
 Sat. Oct. 17 9 a.m.-12 p.m. NCTC 122

New! **Google™ Earth**
 Google Earth lets you go anywhere on Earth to view satellite imagery, maps, terrain, 3D buildings and even explore galaxies or the ocean floor. Easy to download and it's free! Come learn to use Google Earth.

North County Center
 4499 Staff \$36 3 hrs.
 Sat. Oct. 24 9 a.m.-12 p.m. NCTC 122

New! **Google™ Picasa**
 Picasa is Google's photo editing software. Picasa offers a number of different ways to edit and enhance your photos. Picasa automatically finds and organizes the images on your computer. Easy to download and it's free! Bring your own pictures to edit (USB drive) or use ours.

North County Center
 4500 Staff \$36 3 hrs.
 Sat. Nov. 7 9 a.m.-12 p.m. NCTC 122



Miscellaneous Computer

New! **Computer Viruses—Is Yours Sick?**
 (Viruses/Adware/Spyware)
 The internet can be so much fun yet in such a hostile environment! Do you know how to protect your computer and your data from spyware, adware, and viruses? Do you "think" you may have a problem, yet don't quite know what is happening? If you answered yes, then this course is designed for you the "do-it-yourselfer." Come learn how to prevent problems and how to fix them should you encounter them. We will talk about firewalls, spyware, adware, and common virus threats that if we aren't careful, we can all let into our systems. We will also discuss what we can and need to do to protect the data and what happens if something does invade our computer world.

Jamestown Campus
 4685 Jean McGowan \$33 4 hrs.
 Mon. Sept. 28 & Oct. 5 6:30-8:30 p.m. CARN 109
 4686 Jean McGowan \$33 4 hrs.
 Wed. Nov. 11 & 18 6:30-8:30 p.m. CARN 109

Miscellaneous Computer—continued

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

North County Center
 4616 Dave Gibson \$30 2 hrs.
 Tues. Sept. 15 6-8 p.m. NCTC 115

Time for a New Computer
 Take the mystery out of getting the right equipment for your particular needs. Ram, Gig, CPU, and laser seem foreign to you now? Come and discuss (before you buy or upgrade!) what each term means so that you can speak like a "geek." You will be equipped to purchase what you need vs. what the computer stores want to sell you.

North County Center
 4497 Staff \$36 3 hrs.
 Sat. Oct. 3 9 a.m.-12 p.m. NCTC 122

New! **Making an Online Purchase**
 Want to learn how to make secure purchases online? Did you know you could use a preloaded card to reduce risk when making a purchase? Learn how to make purchases online that you won't regret.

North County Center
 4537 Staff \$36 3 hrs.
 Sat. Nov. 14 9 a.m.-12 p.m. NCTC 122

Fun with Podcasting!
 Would you rather read it or hear it? Podcasts are free and let you hear the news, sports, or a daily inspiration where and when its convenient. Because of the low cost to create a podcast, it is a popular way for people to share. Podcasting lets anyone with a microphone, a computer, and an internet connection create podcasts that can be listened to from anywhere in the world. If you've got a great idea for a podcast, you can probably do it! 3 hour lecture/lab format.

North County Center
 4501 Staff \$36 3 hrs.
 Sat. Nov. 21 9 a.m.-12 p.m. NCTC 122

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