



Thanks to a partnership between the Salamanca Chamber of Commerce and the Cattaraugus Campus of Jamestown Community College, Salamanca Chamber members qualify for a 15% discount on the tuition *only* of all computer courses offered in this flyer. Please mention that you or your company are members of the Salamanca Chamber when you register. *(The discount will apply when you register and only pertain to classes listed below at the Cattaraugus Campus in Olean, NY. Online courses do not qualify for this discount.)*

SPRING 2011

Computers for Beginners

This course is designed for the new computer user. This hands-on class starts "at the beginning." Students are guided at a comfortable pace through basic computer terminology, turning the computer on and off properly, using a mouse, and working with various computer programs.

Friday, Jan. 4, 1:00 – 4:00 pm

Room 109 TCCE

CRN 5446, Fee: \$34 [Chamber cost: 29.95]

Monday, Apr. 11, 1:00 – 4:00 pm

Room 109 TCCE

CRN 5447, Fee: \$34 [Chamber cost: 29.95]

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, nontechnical 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!

Tuesdays, Feb. 1, 8 & 15, 1:00 – 4:00 pm

Room 109 TCCE

CRN 5448, Fee: \$88 [Chamber cost: 75.85]

Introduction to MS Word 2007 – Level I

Learn the basic fundamentals of word processing to improve communication skills, including sending e-mail and searching the Net. Also, learn to enter and format text, print documents, move and copy text, work with margins, lists, and indents. These skills transfer to many other computer programs.

Tues/Thurs/Mon, Feb. 22, 24 & 28, 1– 4pm

Room 109 TCCE

CRN 5449, Fee: \$88 [Chamber cost: 75.85]

Mon/Wed, Apr. 18, 20 & 25, 5:30 – 8:30 pm

Room 109 TCCE

CRN 5450, Fee: \$88 [Chamber cost: 75.85]



MS Word - Level II

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

Tues/Thurs, Mar. 1, 3 & 8, 1:00 – 4:00 pm

Room 109 TCCE

CRN 5451, Fee: \$88 [Chamber cost: 75.85]

Introduction to MS Excel - Level I

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

Mon/Wed/Fri, Mar. 9, 11 & 14, 1-4 p.m.

Room 109 TCCE

CRN 5452, Fee: \$88 [Chamber cost: 75.85]

Mon/Wed; May 2, 4 & 9. 1-4 p.m.

Room 109 TCCE

CRN #5453, Fee: \$88 [Chamber cost: 75.85]

MS Excel – Level II

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

Tues/Thurs, Mar. 15, 17 & 22. \$88 1-4 p.m.

Room 109 TCCE

CRN 5454, Fee: \$88 [Chamber cost: 75.85]

MS PowerPoint 2007

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.

Tues/Thurs, Apr. 5 & 7, 1-4 pm

Room 109 TCCE

CRN 5455, Fee: \$61 [Chamber cost: 52.90]

Mon/Wed, May 16 & 18, 5:30-8:30 pm

Room 109 TCCE

CRN 5457, Fee: \$61 [Chamber cost: 52.90]



Introduction to Social Media for Business

This two-hour introduction for business owners, CEO's, and upper management gives an overview of current social media available and explores things to consider to use social media effectively for business.

Tues, Jan 11, 9:00 – 11:00 am

Room 101 TCCE

CRN 5458, Fee: \$29 [Chamber cost: 25.70]

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.

Tues, Jan 18, 10:00 am-12:00 pm

Room 101 TCCE

CRN 5489, Fee: \$29 [Chamber cost: 25.70]

Social Media and H.R. Departments

An overview of the effects of Social Media in Business on the HR departments. This class will review basics of Social Media policies and online security/privacy issues that need to be addressed.

Tues, Jan 18, 1:00 – 2:00 pm

Room 101 TCCE

CRN 5490, Fee: \$19 [Chamber cost: 17.20]

Hands-On Social Media for Business

A workshop for those that will be actually responsible for maintaining the social media for your company. Explore technical features of applications on YouTube, Twitter, MySpace, and FaceBook that are available. Participants will create test accounts, attach pictures, create events, groups, and begin to communicate within these communities.

Tues, Jan 25, 9:00 am – 12:00 pm

Room 109 TCCE

CRN. 5459, Fee: \$39 [Chamber cost: 34.20]

ON-LINE BASIC SKILLS BRUSH-UP

This online course provides review in math, writing, communication, interpersonal and listening skills. Six learning modules will be completed over a four week period. Each module is interactive. Students may complete their work in the computer lab on campus or online.

Mon/Wed/Fri, Jan. 31 – Feb. 25, 9:00 am – 12:00 pm

Room 109 TCCE

CRN 5347, Fee: \$60 [Chamber cost: 49.50]



Introduction to E-Mail

E-mail has drastically changed how we communicate at home and in the workplace. If you have never used e-mail or are a beginner, this course will help you with some of the essentials such as composing, responding to, forwarding, printing and finding e-mail messages. Working with e-mail attachments is also covered.

Friday, Jan. 21, 1:00 – 4:00 pm

Room 109 TCCE

CRN 5496, Fee: \$34 [Chamber cost: 29.95]

Intro to Text Messaging

Learn the basics of texting friends/family on your own phone. Most cell phone plans (even prepaid phones) include text messages or a set price per text message. We will be sending approximately 10 messages using your phone during this class. Note: Cell phone and text plan not provided.

Fri, Feb. 11, 10:00 – 11:00 am

Room 109 TCCE

CRN 5500, Fee: \$19.00 [Chamber cost: 17.20]

Text Messaging for 50+ (5501)

Stay in touch with grandkids and keep up with colleagues and friends. Learn the basics of texting friends/family on your own phone. We will be sending approximately 10 messages using your phone during this class. Note: Cell phone and text plan not provided.

Mon, Feb. 11, 2:00 - 3:00 pm

Room 109 TCCE

CRN 5501, Fee: \$19.00 [Chamber cost: 17.20]

What you need to know before buying a computer or laptop (4333)

RAM? HD? GB? Vista? Windows 7? Office? Find out what all of this means and how to compare features and software before buying a laptop or PC.

Fri, Mar. 4, 11:00 am – 12:00 pm; room 109 TCCE

CRN 5498, Fee: \$19.00 [Chamber cost: 17.20]