

NIAGARA COUNTY COMMUNITY COLLEGE

STATE UNIVERSITY OF NEW YORK

The Smart Place to Start!



**SPRING 2011
Non-Credit Catalog**



Developing tomorrow's workforce today!



INTRO TO COMPUTER BASICS

Explore the world of computers through hands-on interactive sessions. Gain a basic understanding of computers using up-to-date equipment, the features of file management, concepts and terminology. This basic course is designed for beginners to learn keyboarding effectively through construction, practice and to cover the basics of Windows, Word, Outlook, plus the Internet.
 Fee: \$1.00 (course fee is absorbed by NCCC)

SOS 111-LP1 / 4 Sessions CRN: 206
 Tues & Thurs, Jan 18 - 27, 2:00 - 4:00 pm

SOS 111-LP2 / 4 Sessions CRN: 207
 Sat, Feb 5 - 26, 10:00am - 12:00pm

SOS 111-LP3 / 4 Sessions CRN: 208
 Tues & Thurs, March 8 - 17, 4:00 - 6:00 pm

SOS 111-LP4 / 4 Sessions CRN: 213
 Tues & Thurs, April 5 - 14, 1:00 - 3:00 pm

INTRO TO THE INTERNET

This exciting two-session hands-on class provides an introduction to the fascinating world of the Internet. Learn tips and tricks on finding information for work, school, and home as well as information on Internet privacy, safety and security.

SSP 148-LP1 / 4 Sessions CRN: 214
 Mon & Wed, Jan 24 & 26, 4:00 - 6:00 pm

SSP 148-LP2 / 4 Sessions CRN: 215
 Mon, Feb 7 & 14, 6:00 - 8:00 pm

SSP 148-LP3 / 4 Sessions CRN: 216
 Fri & Sat, March 4 & 5, 2:00 - 4:00 pm

SSP 148-LP4 / 4 Sessions CRN: 217
 Wed & Thurs, March 30 & 31, 1:00 - 3:00 pm

SSP 148-LP5 / 4 Sessions CRN: 218
 Tues & Thurs, April 19 & 21, 2:00 - 4:00 pm

INTRO TO MICROSOFT OFFICE

This introductory course will teach you the basics of how this popular software package works. Students will be introduced to the Windows operating platform, as well as the various programs that comprise the Microsoft Office Suite: Word, Excel, Access and Powerpoint.

SSP 163-LP1 / 4 Sessions CRN: 219
 Tues & Sat, Jan 18 - 29, 10:00am - 12:00 pm

SSP 163-LP2 / 4 Sessions CRN: 220
 Wed & Fri, Feb 9 - 18, 1:00 - 3:00 pm

SSP 163-LP3 / 4 Sessions CRN: 221
 Tues & Fri, March 22 - April 1, 2:00 - 4:00 pm

SSP 163-LP4 / 4 Sessions CRN: 222
 Mon & Wed, April 11 - 20, 1:30 - 3:30 pm

INTRO TO MICROSOFT WORD I

Microsoft Word 2007 for Windows is intended for students who desire to understand word processing and document preparation using a Windows environment. Topics may include creating, editing, formatting and printing documents. An overview of desktop publishing features may also be included. Prerequisite: Introduction to Windows or equivalent experience.

SSP 166-LP1 / 4 Sessions CRN: 223
 Wed & Fri, Jan 19 - 28, 1:00 - 3:00 pm

SSP 166-LP2 / 4 Sessions CRN: 224
 Tues & Thurs, Feb 8 - 17, 1:00 - 3:00 pm

SSP 166-LP3 / 4 Sessions CRN: 225
 Tues & Thurs, Feb 22 - March 3, 6:00-8:00 pm

SSP 166-LP4 / 4 Sessions CRN: 226
 Sat, April 2 - 23, 10:00 am - 12:00 pm

BUSINESS COMMUNICATION SKILLS

This workshop will concentrate on written & verbal communication skills with an emphasis on basic grammar and writing skills. Communication skills will be introduced to students through the use of proper telephone technique, letter writing, resumes, basic research techniques, and interpersonal communication.

SOS 110-LP1 / 1 Session CRN: 227
 Thurs, Jan 27, 5:00 - 6:00 pm

SOS 110-LP2 / 1 Session CRN: 228
 Mon, Feb 21, 1:30 - 2:30 pm

SOS 110-LP3 / 1 Session CRN: 229
 Wed, March 9, 2:00 - 3:00 pm

SOS 110-LP4 / 1 Session CRN: 230
 Fri, April 8, 1:00 - 2:00 pm

HERE'S MY RESUME-WHERE'S MY JOB?

A person's *attitude* when looking for a job is the most important part of finding employment. This course will identify key attitudes and offer suggestions for becoming more self-directed in the job search. Participants will identify their *attitudes* on four basic scales: luck vs planning, uninvolved vs involved, help from others vs self-help, and passive vs active.

PPD 111-LP1 / 1 Session CRN: 231
 Mon, Jan 31, 2:00 - 4:00 pm

PPD 111-LP2 / 1 Session CRN: 232
 Wed, Feb 23, 4:00 - 6:00 pm

PPD 111-LP3 / 1 Session CRN: 233
 Mon, March 21, 1:30 - 3:30 pm

PPD 111-LP4 / 1 Session CRN: 242
 Fri, April 15, noon to 2pm