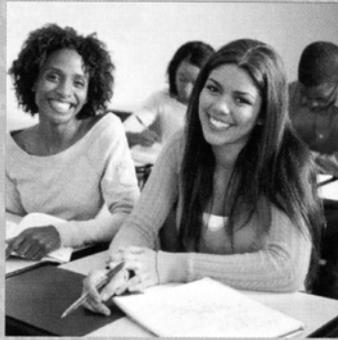


NIAGARA COUNTY COMMUNITY COLLEGE

STATE UNIVERSITY OF NEW YORK

The Smart Place to Start!



LEARNING PATHWAYS



WORKFORCE TRAINING



CONTINUING EDUCATION



SMALL BUSINESS DEVELOPMENT

SUMMER 2011 NON-CREDIT CATALOG



Developing tomorrow's work force 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: 66
 Sat, May 28 - June 18, 2:00pm-4:00pm

SOS 111-LP2 / 4 Sessions CRN: 67
 Tues & Fri, June 14 - 24, 12:00pm-2:00pm

SOS 111-LP3 / 4 Sessions CRN: 68
 Tues & Wed, July 5 - 13, 6:00pm-8:00pm

SOS 111-LP4 / 4 Sessions CRN: 69
 Mon & Fri, July 18 - 29, 2:00pm-4:00pm

SOS 111-LP5 / 4 Sessions CRN: 86
 Tues & Fri, Aug 2 - 12, 1:00pm-3:00pm

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. Fee \$5 (Paid by KEY Program).

SSP 148-LP1 / 2 Sessions CRN: 87
 Tues & Wed, June 28 & 29, 2:00pm-4:00pm

SSP 148-LP2 / 2 Sessions CRN: 88
 Mon & Wed, Aug 29 & 31, 6:00pm-8:00pm

INTRO TO MICROSOFT WINDOWS

This course is intended for students who have little or no computer experience. Topics include an overview of microcomputer hardware, software and the use of Microsoft Windows operating system.

Fee: \$5 (Paid by KEY Program)

SSP 160-LP1 / 4 Sessions CRN: 89
 Tues & Wed, Aug 2 - 10, 6:30pm-8:30pm

COMMUNICATION SKILLS

This workshop will enable learners to better communicate while in college and in other organizational settings. Emphasis will be on improving skills of negotiation, effective, active listening, one-way and two-way communications, and the more effective use of proxemics and kinesics. Both verbal and non-verbal communications will be focused upon.

Fee: \$1 (course fee is absorbed by NCCC).

SOS 107-LP1 / 2 Sessions CRN: 90
 Sat, May 7 & Mon, May 9, 10:00am - 12:00pm

SOS 107-LP2 / 2 Sessions CRN: 91
 Mon & Thurs, July 11 & 14, 6:30pm - 8:30pm

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. Fee: \$5 (Paid by KEY Program).

SSP 163-LP1 / 4 Sessions CRN: 92
 Mon & Thurs, June 13 - 23, 3:30pm-5:30pm

SSP 163-LP2 / 4 Sessions CRN: 93
 Mon & Thurs, Aug 1 - 11, 6:30pm-8:30pm

INTRO TO MICROSOFT WORD I

Microsoft Word 2010 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. Fee: \$5 (Paid by KEY Program).

SSP 166-LP1 / 4 Sessions CRN: 94
 Fri & Sat, July 1, 2, 8, & 9, 1:30pm-3:30pm

INTRO TO SPREADSHEETS - EXCEL

Basic concepts and applications of Excel for Windows will be discussed in this course. Topics to be covered include Excel fundamentals, worksheet preparation, formula construction, worksheet printing, basic spreadsheet metaphors and the use of charting as an analytical tool.

Fee: \$5 (Paid by KEY Program).

SSP 170-LP1 / 4 Sessions CRN: 95
 Tues & Thurs, May 31 - June 9, 3:00 - 5:00pm

SSP 170-LP2 / 4 Sessions CRN: 96
 Tues, July 5 - 26, 12:00 - 2:00pm

SSP 170-LP3 / 4 Sessions CRN: 97
 Wed & Sat, Aug 10 - 20, 2:00 - 4:00pm

INTRODUCTION TO POWERPOINT

Students will learn how to create professional looking presentations using Microsoft Power Point for Windows. Fee: \$5 (Paid by KEY Program).

SSP 175-LP1 / 4 Sessions CRN: 98
 Wed & Fri, June 1 - 10, 2:00pm-4:00pm

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. Fee \$5 (Paid by KEY Program).

PPD 111-LP1 / 1 Session CRN: 99
 Wed, June 22, 6:00pm-8:00pm

The Niagara County Community College Small Business Development Center (SBDC), located at 50 Main Street, has assisted in the growth and development of startup and existing businesses for over 26 years. Last year, the SBDC provided confidential, quality counseling and training programs to more than 2,500 entrepreneurs. Essential information for starting and expanding a business, including developing business plans, loan sources, financial analysis, marketing, recordkeeping and more is available. Training programs on specialized topics are offered throughout the year. Register early to guarantee placement.

The SBDC is a program supported by the U.S. Small Business Administration and extended to the public on a nondiscriminatory basis. SBA cannot endorse any products, opinions, or services of any external parties or activities. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance.

To make an appointment for counseling, to learn more about our workshops, or to register, please contact the NCCC SBDC at **716-434-3815** or **www.niagarasbdc.org**

If you are interested in receiving our informative bi-weekly newsletter, please call **716-434-3815** or e-mail **sbdc@niagaracc.suny.edu**

FREE! SUMMER SIZZLERS!

The following series of courses are for small and/or new business owners.

Classes to be held at: Lockport Public Library, 23 East Avenue, Lockport NY 14094

Financial Sources and Business Plan Development

1 Session
Wednesday, July 6th
1:30 p.m. - 3:30 p.m.
Cost: **FREE**

Developing a Marketing Plan

1 Session
Wednesday, July 13th
1:30 p.m. - 3:30 p.m.
Cost: **FREE**

Business Organizational Forms, Sole Proprietorship, Partnership, Corporation & LLC's

1 Session
Wednesday, July 20th
1:30 p.m. - 3:30 p.m.
Cost: **FREE**

Recordkeeping for Small Business

1 Session
Wednesday, July 27th
1:30 p.m. - 3:30 p.m.
Cost: **FREE**

Using Facebook and LinkedIn to Promote Your Business

1 Session
Wednesday, August 3rd
1:30 p.m. - 3:30 p.m.
Cost: **FREE**



Funded in part through a cooperative agreement with the U.S. Small Business Administration

Registration Form
SUMMER SIZZLERS
(FREE WORKSHOPS)

Check appropriate seminar(s):

Financial Sources and Business Plan Development

_____ July 6th

Developing a Marketing Plan

_____ July 13th

Business Organizational Forms: Sole Proprietorship, Partnership, Corporation & LLC's

_____ July 20th

Recordkeeping for Small Business

_____ July 27th

Using Facebook and LinkedIn to Promote Your Business

_____ August 3rd

Name: _____

Business Name: _____

Street: _____

City / State / Zip: _____

Phone: _____ Fax: _____

Email: _____

Payment Enclosed: \$ _____ Check / Money Order

Make check payable to: Small Business Development Center

MasterCard / Visa / Discover (circle one) Amount: _____

Credit Card Number: _____

Signature: _____ Exp Date: _____

Mail or fax this registration form to: NIAGARA COUNTY COMMUNITY COLLEGE,
Small Business Development Center, 50 Main Street, Lockport, N.Y. 14094
PHONE: (716) 434-3815, FAX: (716) 433-5155
www.niagaracc.suny.edu