



College & University Center

March 2010

Warren/Forest Higher Education Council  
Your Access to Lifelong Learning

## College Degrees

### Jamestown Community College— Warren Center

**Register Early! Now accepting registrations for the summer session.** Visit [www.sunyjcc.edu](http://www.sunyjcc.edu) for master schedule, prerequisite information and course descriptions. **Academic and career counseling** is offered every Wednesday by appointment with evening hours once a month. Call 814-723-3577, for appointment availability. **Placement test dates:** March 10, April 19, May 10, June 15 – 9:30 a.m. and April 14 – 5:30 p.m.

### Gannon University

**Master of Business Administration**

**Master of Education Curriculum & Instruction**

**Principal Certification**

Visit [www.hi-ed.org](http://www.hi-ed.org) to explore Gannon University graduate courses offered in Warren. Contact Office of Graduate Admissions at 814-871-7474, for more information or to register.



### Venango Technology Center

**Practical Nursing Program**  
**Classes start August 2, 2010**

Venango Technology Center is accepting applications for the Practical Nursing Program in Warren.

Call 814-723-3222, Ext 16, to register for Practical Nursing Entrance Examination.

The program is one academic year in length from August to June. Approximately 50% of the time is spent in clinical practice and 50% in the classroom. Clinical experience is received at several local health care facilities. Graduates are eligible to take the State Board of Nursing Licensing Examination for Practical Nurses.

### Performance Learning Systems®

**Building Communication and Teamwork in the Classroom®**

To register, call toll-free 1-866-757-2527, or register online at [www.plsweb.com](http://www.plsweb.com)

45-hours at Hi-Ed March 18, 19, 20, 27, April 8, 9, 10, Thursday-Friday 5:00-9:30 p.m.; Saturday 8:00 a.m.-5:30 p.m. Cost \$755, plus \$35 materials fee.

How can classroom teachers reach a new level of positive communication? Discover strategies to foster an emotional-engaging classroom where students are connected to school, learning, and one another.

## Spring 2010 Schedule

Visit us online at [www.hi-ed.org](http://www.hi-ed.org) to view complete course offerings and descriptions.



## Job Skills Training

### Hi-Ed Computer Classes

To register or for more information, call 814-723-3222.

#### Word II

**\$89**, March 16, 18, 23, 25, T/TH, 6:00-8:00 p.m.  
Intermediate. Learn how to use advanced features such as paragraph formatting; spelling and grammar checks; word count and replace features; plus much more.

#### Excel II

**\$99**, March 15, M, 8:30 a.m.-4:30 p.m.  
**\$89**, March 30, April 1, 6, 8, T/TH, 6:00-8:00 p.m.  
Intermediate. Build worksheets with decision-making capabilities using advanced cell formatting.

#### Excel III

**\$99**, April 5, M, 8:30 a.m.-4:30 p.m.  
Advanced. In this practical, hands-on course, learn how to write powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom tool bar buttons.

#### Social Networking

**\$99**, April 26, M, 8:30 a.m.-4:30 p.m.  
Instructor: Heather Mohnkern  
Social networking is currently one of the most popular means to reach customers on the Web. Learn the basics of using Facebook, Linked In, Twitter, Blogging and YouTube.

#### QuickBooks I

**\$99**, Book optional \$55, May 3, M, 8:30 a.m.-4:30 p.m.  
Learn to manage bank accounts, inventory and accounts receivable.



**Come have a chat with us on Facebook.** Become a Fan and tell us what courses you would like offered at Hi-Ed.

**FACT: Hi-Ed's partnership with Jamestown Community College has evolved into affiliations with more than six post-secondary colleges and universities. With access to dozens of courses, local residents can complete an associate or graduate degree without traveling outside of the community.**

[www.hi-ed.org](http://www.hi-ed.org)