

# NASSAU COMMUNITY COLLEGE CENTER FOR WORKFORCE TRAINING

While The Center continues to customize corporate training programs upon specific request by local businesses and organizations, its Professional Development programs and workshops are designed to upgrade and enhance professional expertise. These courses are open to anyone who wishes to improve their business skills. Choose from the following classes on this page and use the form in the back of the brochure for registration.

## COMPUTERS

Computer workshops focus on specific techniques to learn basic practices, improve skills and build proficiency to get the most out of popular business software applications. Professional Skills workshops offer practical ideas to prepare for real-world situations and solutions for immediate application in the workplace.

### INTRODUCTION TO QUICKBOOKS (CED 1087 A1, A2, A3)

This workshop provides an overview of QuickBooks software. It starts with an introduction to forms, lists, registers and menus and goes on to setting up a company, working with files and accounts, inventory, invoicing, forms, payments, statements, deposits, bank accounts, loans, bills, credit cards, depreciation, reports, graphs, sales tax, payroll, deductions, tax forms, writing checks, customizing and more. Learn to edit, delete, move information and modify QuickBooks' preset charts of accounts and customized forms. **Bring lunch.**

**CED 1087 A1** Meets Tuesdays, 6:00pm-9:00 pm, September 15 & 22, 2009

**CED 1087 A2** Meets Saturday, 9:00am-4:00 pm, September 26, 2009 (One-hour break)

**CED 1087 A3** Meets Tuesdays, 6:00pm-9:00 pm, October 27 & November 3, 2009

**Fee: \$75.00**

### QUICKBOOKS II CONTINUED (CED 1095 A1, A2, A3)

**Prerequisite:** Introduction to Quickbooks

Track credit card transactions and charges. Work with QuickBooks asset and liability accounts, postings, loan payments and equity accounts. Payroll features include managing, running, and adding items; adding new employees; writing payroll checks; tax liability; calculating amounts owed; and printing forms. Students calculate various pay dates and tax liability through hands-on applications. Create and customize QuickBooks reports and graphs. **CED 1095 A1** Meets Tuesdays, 6:00pm-9:00pm, October 6 & 13, 2009

**CED 1095 A2** Meets Saturday, 9:00 am-4:00 pm, October 3, 2009 (One-hour break, bring lunch)

**CED 1095 A3** Meets Tuesdays, 6:00 pm-9:00 pm, November 10 & 17, 2009

**Fee: \$75.00**

### QUICKBOOKS SPECIAL FEATURES (CED 1096 A1, A2, A3)

Track and pay sales tax, set up tax rates, apply tax, determine what is owed and maintain sales tax register. Learn estimating, progress invoicing, tracking time, job costing profitability, customizing forms and writing QuickBooks letters, templates and managing inventory.

**CED 1096 A1** Meets Tuesday, 6:00 pm-9:00 pm, October 20, 2009

**CED 1096 A2** Meets Saturday, 9:00 am-12:00 pm, October 10, 2009

**CED 1096 A3** Meets Tuesday, 6:00 pm-9:00 pm, November 24, 2009

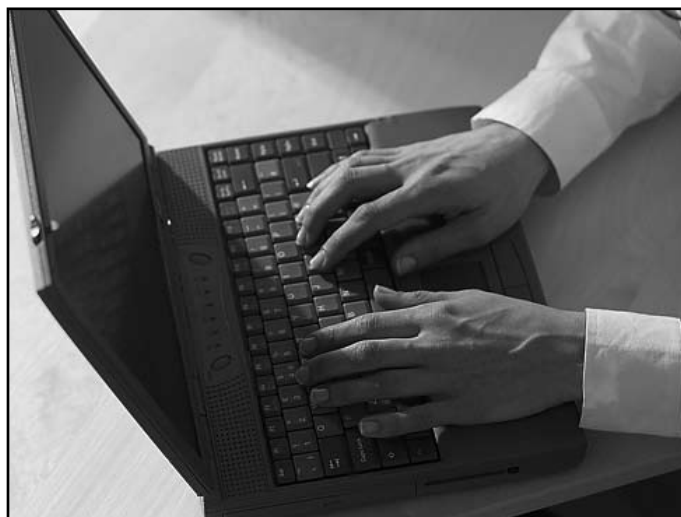
**Fee: \$40.00**

### BUSINESS WRITING (CED 1050 A1)

Learn effective strategies and practical tools for organizing clear, concise and persuasive letters, memos, reports or e-mails. Elements of grammar, message content and tone essential for professional business communications will be addressed. Also included is preparation of business correspondence in MS Word.

**CED 1050 A1** Meets Thursdays, 6:00 pm-9:00 pm, October 1 & 8, 2009

**Fee: \$75.00**



### MICROSOFT WORD SPECIAL FEATURES (CED 1097 A1)

Use mail merge, create tables and templates, and text columns. Use special characters and symbols. Learn how to incorporate graphics, fonts and type sizes, borders and shading, and special effects to enhance your documents. Create mailing labels and envelopes, and copy text from one document to another. Knowledge of basic MS Word required.

**CED 1097 A1** Meets Thursdays, 6:00 pm-9:00 pm, October 15 & 22, 2009

**Fee: \$75.00**

### BUSINESS PRESENTATIONS USING MICROSOFT POWERPOINT (CED 1051 A1)

Sharpen your skills to consistently create professional presentations for maximum impact. Learn how to import and customize graphics, highlight key points, choose backgrounds and templates, employ sound effects and animation, and organize your material using smooth transitions to build to an effective result.

**CED 1051 A1** Meets Thursdays, 6:00 pm-9:00 pm, October 29 & November 5, 2009

**Fee: \$75.00**

### FORMULAS AND CHARTS IN EXCEL (CED 1069 A1)

Learn how to create simple formulas in Excel such as sum, maximum, minimum, average and count. Learn how to create and edit charts such as column, bar and pie.

**CED 1069 A1** Meets Thursday, 6:00 pm-9:00 pm, November 12, 2009

**Fee: \$40.00**

### FORMULAS AND CHARTS IN EXCEL II (CED 1098 A1)

Create more advanced formulas in Excel. Learn how to create and edit additional charts using varied data, customize, modify, print, link and export to other Microsoft applications. Formulas and Charts in Excel I is a recommended prerequisite.

**CED 1098 A1** Meets Thursday, 6:00 pm-9:00 pm, November 19, 2009

**Fee: \$40.00**

**FOR MORE INFORMATION OR TO GET ON OUR MAILING LIST,  
PLEASE CALL THE CENTER FOR WORKFORCE TRAINING AT 516.572.7487  
OR VISIT OUR WEBSITE AT WWW.NCC.EDU/WORKFORCE**

# NASSAU COMMUNITY COLLEGE WORKFORCE SKILLS ACADEMY

The Workforce Skills Academy includes courses specially designed for those who wish to re-enter the workforce, or for those who simply need to improve their skills for the world of work. All of the courses in the Academy are skill-oriented with practical applications. They are offered in flexible formats on weekday evenings and weekends for the convenience of all participants. Our goal is to provide practical work skills in a short amount of time to allow you to get to work on your career!

## STENOGRAPHY/SPEEDWRITING REFRESHER (CED 265 A1)

This course provides a brush-up of stenography skills (Speedwriting, Pitman or Gregg) for those who wish to increase their existing skill or review in preparation for a civil service exam. Prior steno experience and a minimum speed of 40-50 wpm is recommended. A review of forms, tips, punctuation, capitalization, paragraphing, etc., is included. Practice is given on read-back of material, transcription skills and proofreading. Students prepare business documents in correct format.

**CED 265 A1** Meets Mondays, 6:00 pm-8:00 pm, September 14, 21, October 5, 12, 19, 2009

**Fee: \$100.00**

## BEGINNING STENOGRAPHY/SPEEDWRITING (CED 267 A1)

This workshop is an introduction to speedwriting theory and brief forms using the alphabet system. No prior steno experience is required. Practice will be given on reading and writing speedwriting shorthand. Students will begin to take familiar dictation at a minimum of 25 wpm. This course can help those who wish to increase their existing skill or review in preparation for a civil service exam.

**CED 267 A1** Meets Mondays, 6:00 pm-8:00 pm, October 26, November 2, 9, 16, 23, 2009

**Fee: \$100.00**

## BRUSH UP COMPUTER SKILLS (CED 251 A1)

The course is designed to re-acquaint the user with Microsoft Word and Excel for word processing and spreadsheet literacy. It will help enhance skills for business including formatting and preparing business documents, working with charts, fonts, tables, images and more.

**CED 251 A1** Meets Wednesdays, 6:00 pm-9:00 pm, September 23 & 30, 2009

**Fee: \$75.00**

## INTRO TO COMPUTER SKILLS (CED 250 A1)

This class is for those who need to become computer literate and gain confidence using a computer. Basic, step-by-step instruction is provided to familiarize the student with the computer, understand hardware and software, and introduce basic software applications.

**CED 250 A1** Meets Wednesdays, 6:00 pm-9:00 pm, October 7, 14, 21, 2009

**Fee: \$90.00**

## INTERNET SKILLS (CED 264 A1)

Learn Internet basics, how to effectively search for information, use hyperlinks and visit web pages. Includes practical and useful applications for beginners.

**CED 264 A1** Meets Wednesdays, 6:00 pm-9:00 pm, October 28 & November 4, 2009

**Fee: \$75.00**

## E-MAIL BRUSH UP (CED 259 A1)

This course will help the user learn how to effectively use e-mail communication, send attachments, add to and modify the address book and more.

**CED 259 A1** Meets Wednesday, 6:00 pm-9:00 pm, November 18, 2009

**Fee: \$40.00**

## RESUME/INTERVIEWING SKILLS (CED 262 A1)

Students will create an appropriate resume, learn to apply for positions, use the internet to locate leads, research and negotiate salary, learn proper interviewing skills, and other skills to get the job.

**CED 262 A1** Meets Saturday, 1:00 pm-4:00 pm, October 10, 2009

**Fee: \$40.00**

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## Most majors at NCC require two math courses.

However, if you are the kind of student who craves more, you

- are driven by a natural curiosity,
- take pleasure in making discoveries,
- enjoy solving problems, and
- will not rest until you find the answer... then you may be well suited for advanced mathematical studies!

"THE HIGHEST FORM OF PURE THOUGHT IS IN MATHEMATICS." -PLATO

**Employers are looking for graduates with strong skills in reasoning and problem solving – just the skills that are developed in a mathematics degree program.**

**A mathematics degree provides an excellent foundation for a variety of careers. Many math majors go on to careers in:**

- teaching,
- computer science,
- financial analysis,
- statistics, and
- actuarial science...to name a few.

**For more information, please contact the Dept. of Mathematics, Computer Science, and Information Technology at 516.572.7383/84**