INTRODUCTION TO QUICKBOOKS  
(CED 1087 B1, B2, B3, B4)
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.
Instructors: Staff
CED 1087 B1 Meets Tuesdays, 6:00pm-9:00pm for 2 sessions.
Starts March 6
CED 1087 B2 Meets Saturday, 11:00am-2:00pm for 2 sessions.
Starts March 17
CED 1087 B3 Meets Tuesdays, 6:00pm-9:00pm for 2 sessions.
Starts April 17
CED 1087 B4 Meets Saturday, April 28, 9:00am-4:00pm.
(One Day Workshop, Bring lunch)
Fee: $75

QUICKBOOKS II CONTINUED  
(CED 1095 B1, B2, B3, B4)
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.
Instructors: Staff
CED 1095 B1 Meets Tuesdays, 6:00pm-9:00pm for 2 sessions.
Starts March 20
CED 1095 B2 Meets Saturday, 11:00am-2:00pm for 2 sessions.
Starts April 14
CED 1095 B3 Meets Tuesdays, 6:00pm-9:00pm for 2 sessions.
Starts May 1
CED 1095 B4 Meets Saturday, May 5, 9:00am-4:00pm.
(One Day Workshop, Bring lunch)
Fee: $75

QUICKBOOKS SPECIAL FEATURES  
(CED 1096 B1, B2)
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.
Instructors: Staff
CED 1096 B1 Meets Tuesday, May 15, 6:00pm-9:00pm.
CED 1096 B2 Meets Saturday, May 12, 9:00am-12:00pm.
One Day Workshop
Fee: $40

BRUSH UP COMPUTER SKILLS (CED 251 B1)
For those with some computer experience. The course is designed to re-acquaint the user with Microsoft Word and Excel for word processing and spreadsheet literacy. Enhance skills for business including formatting and preparing business documents, working with charts, fonts, tables, images and more.
Instructor: Staff
CED 251 B1 Meets Wednesdays, 6:00pm-9:00pm for 2 sessions.
Starts March 7
Fee: $75

MICROSOFT WORD SPECIAL FEATURES  
(CED 1097 B1)
Knowledge of basic MS Word required. 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.
Instructor: Staff
CED 1097 B1 Meets Wednesdays, 6:00pm-9:00pm for 2 sessions.
Starts March 21
Fee: $75

FORMULAS AND CHARTS IN EXCEL  
(CED 1069 B1)
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.
Instructor: Staff
CED 1069 B1 Meets Wednesday, April 11, 6:00pm-9:00pm.
One Day Workshop
Fee: $40

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FORMULAS AND CHARTS IN EXCEL II (CED 1098 B1)
Should have knowledge of Excel or have taken Formulas and Charts (CED 1069). 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.
Instructor: Staff
CED 1098 B1 Meets Wednesday, April 18, 6:00pm-9:00pm.
One Day Workshop Fee: $75

BUSINESS PRESENTATIONS USING MICROSOFT POWERPOINT (CED 1051 B1)
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.
Instructor: Staff
CED 1051 B1 Meets Wednesdays, 6:00pm-9:00pm for 2 sessions.
Starts April 25 Fee: $75

BUSINESS COMMUNICATIONS
These workshops focus on techniques to communicate professionally and effectively in the workplace.

WORKPLACE ENGLISH BRUSH UP (CED 254 B1)
Sharpen your written and verbal communication skills in the Workplace. Proper sentences, usage of subjects, verbs, pronouns, commas apostrophes and capitalization is included. Content also includes commonly confused words, active and passive verbs.
Instructor: Staff
CED 254 B1 Meets Mondays, 6:00pm-9:00pm for 4 sessions.
Starts March 5 Fee: $90

BUSINESS WRITING (CED 1050 B1)
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.
Instructor: Staff
CED 1050 B1 Meets Mondays, 6:00pm-9:00pm for 2 sessions.
Starts April 9 Fee: $75

VALUING THE HUMAN RESOURCE SEMINAR SERIES
This Friday morning series will assist managers and company owners to maximize efficiency in the workplace. It will deal with best practices in human resource management that have been proven to enhance company operations. Register for one or all. Continental breakfast and check-in for the Human Resource Seminars are from 8:00-8:30am.

NEW BUSINESS LEGALITY (CED 274 B1)
Legal issues are always a concern in any company. Managers are often the first line of defense when it comes to these matters so it is important to understand the law and how it applies to the situations in our workplace. Interviews and performance review are also covered in this session.
Instructor: Jill C. Zweigbaum
CED 274 B1 Meets Friday, April 13, 8:30am-10:30am.
One Day Workshop Fee: $30

NEW SEXUAL HARASSMENT PREVENTION & CULTURAL DIVERSITY (CED 275 B1)
Ruling in June 1998, The Supreme Court made employers more liable for incidents of sexual harassment. An employer can no longer claim that they did not know about the sexual harassment because an employee did not inform them, nor can they claim that they were unaware of a supervisor’s behavior. Be prepared and you will likely deal with it successfully for all parties involved. Diversity is the sum total of the values, beliefs, customs, skills, knowledge, etc. that can be found in a multicultural group. When recognized and utilized constructively, it gives any group new possibilities and opportunities. Understanding and capitalizing on the advantages of a diverse workforce is a business imperative.
Instructor: Jill C. Zweigbaum
CED 275 B1 Meets Friday, April 20, 8:30am-10:30am.
One Day Workshop Fee: $30

For more information about the courses or customizes corporate training, please call the Center for Workforce Development at 516.572.7487 or visit our website at www.ncc.edu/workforcedevelopment
EMOTIONAL INTELLIGENCE (CED 276 B1)

Emotional Intelligence (EQ) has gained recent recognition in helping supervisors and employees alike learn to efficiently manage challenges and responsibilities in a demanding, flexible work environment. Higher levels of EQ relate to better performance in specific behaviors such as self-awareness, composure, directness, decisiveness, and participatory management. This workshop will examine four adaptive abilities to be more effective and successful.

Instructor: Jill C. Zweigbaum
CED 276 B1 Meets Friday, April 27, 8:30am-10:30am.
One Day Workshop Fee: $30

BUILDING SUCCESSFUL WORK TEAMS (CED 277 B1)

Organizations need individuals to work successfully together in order to achieve established goals and profitability. The discussion will center on how to build and motivate teams within your workplace to maximize productivity.

Instructor: Jill C. Zweigbaum
CED 277 B1 Meets Friday, May 4, 8:30am-10:30am.
One Day Workshop Fee: $30

JOB COACHING (CED 278 B1)

Assist employees to achieve maximum efficiency in their jobs through proper training, coaching and when needed, legal disciplinary action.

Instructor: Jill C. Zweigbaum
CED 278 B1 Meets Friday, May 11, 8:30am-10:30am.
One Day Workshop Fee: $30

RETAINING YOUR MOST VALUABLE EMPLOYEES (CED 279 B1)

Turnover is costly for an organization. Losing a high performer is even more devastating. But it is far more than just salary that determines whether or not your high performers will stay with you. Learn how to keep your most valuable assets engaged, productive and with you long term.

Instructor: Jill C. Zweigbaum
CED 279 B1 Meets Friday, May 18, 8:30am-10:30am.
One Day Workshop Fee: $30

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