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 download the form for registration. It is recommended that participants bring a flash drive to save their work in computer classes if they choose.

**COMPUTER APPLICATIONS FOR BUSINESS**

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

**INTRODUCTION TO QUICKBOOKS (CED 1087 B1, B2, B3, B4)**

This workshop provides an overview of QuickBooks software. It 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.
February 26, March 5

**CED 1087 B2** Meets: Saturday, March 9, 9:00am-4:00pm.
One Day Workshop. Bring lunch

** Ced 1087 B3** Meets: Tuesdays, 6:00pm-9:00pm for 2 sessions.
April 9, 16

**CED 1087 B4** Meets: Saturday, April 20, 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.
March 12, 19

**CED 1095 B2** Meets: Saturday, March 16, 9:00am-4:00pm.
One Day Workshop. Bring lunch

**CED 1095 B3** Meets: Tuesdays, 6:00pm-9:00pm for 2 sessions.
April 23, 30

**CED 1095 B4** Meets: Saturday, April 27, 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, April 2, 6:00pm-9:00pm.
CED 1096 B2 Meets: Saturday, May 4, 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 reacquaint the user with Microsoft Word and Microsoft Excel for word processing and spreadsheet literacy. Word includes a review of saving a document, creating tabs, changing paragraph alignments, formatting and preparing business documents, creating tables, and inserting images. Excel includes a review of saving a spreadsheet, working with spreadsheets, creating formulas, formatting spreadsheets, and inserting charts.

**Instructor:** Staff

**CED 251 B1** Meets: Wednesdays, 6:00pm-9:00pm for 2 sessions.
March 13, 20

**Fee:** $75
MICROSOFT WORD SPECIAL FEATURES (CED 1097 B1)
Knowledge of basic MS Word required. Learn mail merge, create tables with formulas, use and create templates, and create and adjust columns. Learn how to incorporate graphics, fonts, and type sizes, borders and shading, and special effects to enhance your documents. Also, learn how to create mailing labels and envelopes and how to copy and cut text from one document to another document.

Instructor: Staff
CED 1097 B1 Meets: Wednesdays, 6:00pm-9:00pm for 2 sessions.
April 3, 10

FORMULAS AND CHARTS IN EXCEL (CED 1069 B1)
Participants should have some knowledge of MS Excel. Includes an overview of Microsoft Excel, and a quick review of creating and saving a workbook. 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. Also, learn how to add labels to a pie chart and learn how to place a chart on a separate worksheet.

Instructor: Staff
CED 1069 B1 Meets: Wednesday, April 17, 6:00pm-9:00pm.

FORMULAS AND CHARTS IN EXCEL II (CED 1098 B1)
Participants should have knowledge of MS Excel or have taken Formulas and Charts I (CED 1069). Create more advanced formulas in Excel, including the “if” function, applying absolute referencing to cells that will remain constant, grouping worksheets together and creating formulas for all grouped worksheets, and creating and filtering data lists. Creating and editing charts. Learn how to link Microsoft Excel to other Microsoft applications.

Instructor: Staff
CED 1098 B1 Meets: Wednesday, April 24, 6:00pm-9:00pm.

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, apply themes and/or color backgrounds, employ sound effects, incorporate slide transitions, add animations to text and/or graphics to build to an effective result. Learn how to run a PowerPoint presentation using Kiosk and learn how to rehearse a presentation so that you don’t have to advance to the next slide utilizing the mouse.

Instructor: Staff
CED 1051 B1 Meets: Wednesdays, 6:00pm-9:00pm for 2 sessions.
May 1, 8

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.
April 1, 8, 15, 22

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.
April 29, May 6
MANAGEMENT SEMINAR SERIES

This Friday morning series will assist managers to maximize efficiency in the workplace. It will deal with best practices in management that have been proven to enhance company operations. Register for one or for all. Check-in for the seminars is from 8:00-8:30am.

DEALING WITH DIFFICULT PEOPLE (CED 288 B1)
Some people are just hard to get along with. In your professional life, allowing your emotions to get the best of you can have dire consequences. Learn strategies to minimize conflict and to create productive relationships at work and at home. We will discuss differences in personalities and in work and generational styles. Learn strategies necessary to deal with the difficult people in your life and to reduce the stress that can be produced by those relationships.

Instructor: Jill C. Zweigbaum
CED 288 B1 Meets: Friday, April 5, 8:30am-10:30am.

One Day Workshop Fee: $30

SAY WHAT YOU MEAN: BECOMING MORE ASSERTIVE (CED 289 B1)
Do you find yourself regretting not having said something you wish you had? The ability to communicate your needs in a non combative manner is a skill that has become imperative in today's competitive workplace. Learn how to communicate effectively even during times of conflict so that you achieve the outcome you desire.

Instructor: Jill C. Zweigbaum
CED 289 B1 Meets: Friday, April 12, 8:30am-10:30am.

One Day Workshop Fee: $30

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 19, 8:30am-10:30am.

One Day Workshop Fee: $30

FAIR HIRING PRACTICES (CED 283 B1)
Are you confident that your managers are conducting fair and legal interviews? Learn the do's and don'ts of the hiring and onboarding process to ensure successful recruitment and hopefully long term success of your new employees.

Instructor: Jill C. Zweigbaum
CED 283 B1 Meets: Friday, April 26, 8:30am-10:30am.

One Day Workshop Fee: $30

PERFORMANCE MANAGEMENT (CED 284 B1)
Effectively managing the performance of employees is so much more than the once a year appraisal process. Learn how to increase engagement and retention on a daily basis using the best practices of performance management.

Instructor: Jill C. Zweigbaum
CED 284 B1 Meets: Friday, May 3, 8:30am-10:30am.

One Day Workshop Fee: $30

TASK MANAGEMENT FOR BUSY PEOPLE (CED 290 B1)
In this day and age of doing more with less, professionals need to be more productive than ever. Sometimes it feels like there are not enough hours in the day. In this workshop you will learn to identify your “time wasters” and to implement strategies to overcome them. Discover how to manage your tasks and yourself and to plan your way to increased productivity while minimizing stress.

Instructor: Jill C. Zweigbaum
CED 290 B1 Meets: Friday, May 10, 8:30am-10:30am.

One Day Workshop Fee: $30

For more information about the courses or customized corporate training, please call the Center for Workforce Development at 516.572.7487 or visit our website at www.ncc.edu/workforcedevelopment