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 for 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

NASSAU COMMUNITY COLLEGE
LONG ISLAND’S BUSINESS TRAINING SOLUTION

CONVENIENT
AFFORDABLE
EFFECTIVE

Programs & Courses offered in:
Customer Service
Telephone Techniques
English and Language Skills
Business Writing
Presentation Skills
Supervisory Skills
Human Resources
OSHAN Training
Business Math
Business English
Corporate Credit
Quick-Books

WWW.NCC.EDU/WORKFORCEDEVELOPMENT

Back to Table of Contents
REGISTRATION INFORMATION

HOW TO REGISTER...
REGISTRATION CAN BE ACCOMPLISHED BY MAIL!

Fill out the registration form, mail it along with your check(s) made payable to Nassau Community College, and send it to:

Nassau Community College
Office of Lifelong Learning
1 Education Drive
Garden City, NY 11530-6793

PLEASE SEND A SEPARATE CHECK FOR EACH COURSE THAT YOU ARE REGISTERING FOR.

SPECIAL NOTE
• Receipt of your registration information ensures a seat in the course(s) you select on a space available basis. PLEASE REGISTER EARLY!
• We will send you a receipt with the course location map and a parking pass (for student/visitor parking only) by return mail.
• Non-credit Lifelong Learning classes are not applicable toward any college degree. They do not involve record-keeping, transcripts or certificates, except where noted.

If you have any questions, call 516.572.7472 or e-mail: continuingeducation@ncc.edu

CLASSES WILL NOT MEET ON
JANUARY 16, FEBRUARY 17-26, AND APRIL 2-8

Attention Adult Educators

Nassau is always looking for qualified people to join our non-credit instructional staff. If you have a special skill qualification and are looking to share your knowledge with other Long Island adults

please send your course idea(s) and resume to:

Nassau Community College
Office of Lifelong Learning
1 Education Drive
Garden City, NY 11530
Last Name

Complete First Name

Address

City ________________ Zip ________________

Home Phone: ( ) __________________________

Work Phone: ( ) __________________________

Birthday: mm/dd/yyyy __ / __ / ______

Are you a previous NCC Student? Yes __ No __

NCC ID #: ______________________

e-mail: ____________________________

Non-Credit Refund Policy: Tuition is refundable when a course is canceled by the College. Tuition is refundable to the student whose written request for withdrawal has been received by the Office of Continuing Education prior to the beginning of the class. A 50% refund of tuition may be made to the student who has applied in writing to the Office of Continuing Education prior to the second session of the class. NO REFUNDS WILL BE MADE AFTER THE SECOND CLASS MEETING OF ANY CLASS. Please be advised that if a refund is due it will take approximately 8 weeks to be processed.

CREDIT CARD FOR PAYMENT OPTION–SEE INSTRUCTIONS BELOW

Credit Card Payment Option: I authorize the use of my credit card account for full payment of the amount of my course registration as indicated on this non-credit registration application.

Step 1: Print Cardholder’s name (as it appears on the credit card)

Step 2: Provide Cardholder’s signature: ____________________________

Step 3: Please read: I certify that there is sufficient credit amount on the card listed below to cover the tuition charges shown on the accompanying Class Reservation Letter. Otherwise, I understand the lack of approval by my credit card company will result in cancellation of this registration for non-payment.

Step 4: Card Information:

PLEASE Circle ONE:  □ VISA  □ Mastercard  □ Discover  □ American Express

Card Number: ________________ Date of Expiration: __ / __ / __ __ __

The deadline for mailing in registration for the Mini Session is: December 20, 2011

The deadline for mailing in registration for Spring Session is: Thursday, February 16, 2012

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