**MICROSOFT OUTLOOK 2016 FOR BEGINNERS**
Knowledge of Windows recommended. Professionals stand to gain by knowing how to maximize the potential of their office communications with Microsoft Outlook. Learn how to connect to Outlook for the first time, send, receive and store emails, update and organize your contacts, handle calendars, address books for storing contacts, task reminder features, and the journal. Connecting social media and favorite website updates to Outlook will also be discussed. This ONE DAY WORKSHOP is a part lecture, bar hand-on, of the most popular seminars that would be advised to have the Outlook application installed on the computer for the lab portion of the class or bring a checklist.

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**MICROSOFT WORD 2016 FOR WINDOWS**
Knowledge of Intermediate Microsoft Word recommended. This workshop course teaches the basics of one of the most popular word processing packages for Windows. Topics include creating, editing and formatting, saving, and printing documents, creating basic tables, and using various features such as spell/grammar checks, autocorrect, clip-art, and wordart.

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**MICROSOFT EXCEL 2016 FOR WINDOWS**
Knowledge of Intermediate Microsoft Excel recommended. This workshop will allow you to automate Microsoft Word for Windows. Topics include advanced mail merging, customizing toolbars, working with organizational charts, text boxes, word art, watermarks, building blocks, and creating and editing macros.

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**MICROSOFT ACCESS 2016 FOR WINDOWS**
Knowledge of Intermediate Microsoft Access 2016 for Windows (CE9 146). This workshop will allow you to automate Microsoft Word for Windows. Topics include advanced mail merging, customizing toolbars, working with organizational charts, text boxes, word art, watermarks, building blocks, and creating and editing macros.

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**MICROSOFT POWERPOINT 2016 FOR WINDOWS**
Knowledge of Intermediate Microsoft PowerPoint recommended. This workshop will help you create effective electronic presentations using Microsoft PowerPoint for Windows. Topics include creating electronic slide shows in slide and outline views, templates, color design schemes with special effects, inserting charts, tables, clip-art, sound, links, and more. Presentation tips/techniques and utilizing technology to enhance your presentations will also be discussed.

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**MICROSOFT ACCESS 2016 FOR WINDOWS**
Intermediate to Microsoft Excel for Windows recommended. This workshop covers the retrieval of data from various locations and databases, using a variety of advanced functions such as pivot tables and SQL queries. It also covers creating forms and reports, usingOLE, and creating and printing reports. Participants should have knowledge of MS Excel or have taken Formulas and Charts I (CE9 136).

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**MICROSOFT ACCESS 2016 FOR WINDOWS**
Knowledge of Intermediate Microsoft Access 2016 for Windows recommended. This workshop will allow you to automate Microsoft Word for Windows. Topics include advanced mail merging, customizing toolbars, working with organizational charts, text boxes, word art, watermarks, building blocks, and creating and editing macros.

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HOW TO USE ZOOM
This workshop will teach you how to conduct synchronous (real-time audio and video) on-line meetings for business and personal use with Zoom. You will learn what computer equipment and accessories to use, how to share your screens to display documents, PowerPoint presentations, web sites, annotations, and more. Also, Zoom security issues, solutions, and tips will be discussed. This workshop is a lecture only!
ONE-DAY WORKSHOP
Edward Hom
CE9 741 R1 ZOOM COURSE
Meets: Saturday, May 22, 10:00am-1:00pm.
$60

HOW TO ACCESS DIGITAL MEDIA ON YOUR ELECTRONIC DEVICES
This workshop will teach you how to access free and paid digital e-magazines, e-books, e-music, e-audiobooks, and streaming videos on your electronic devices. This ONE-DAY WORKSHOP is a lecture only!
Edward Hom
CE9 742 R1 ZOOM COURSE
Meets: Saturday, June 19, 10:00am-12:00pm.
$45

HOW TO DECLUTTER YOUR DIGITAL LIFE
This workshop will teach you how to transfer your photos, videos, and music files from your mobile devices and digital camera to your computer and how to scan your documents and pictures to your computer. You will learn how to organize and backup these files using different storage media devices. This course will also cover how to manage your overflowing e-mails (g-mail and yahoo). We will also cover how to securely manage your numerous Internet accounts and passwords and how to encrypt your important files. This TWO-DAY WORKSHOP is a lecture only!
Edward Hom
CE9 596 R1 ZOOM COURSE
Meets: Saturday, August 7 and 14, 10:00am-1:00pm.
$120

CAD INTRODUCTORY LEVEL
A course designed for those with no AutoCAD experience. This seminar is designed to acquaint the beginner with AutoCAD as a tool to create working drawings. Topics will include: the following: the AutoCAD menu structure, file creation, formatting, using object snaps, draw commands including lines, arcs, rectangles, polygon, and hatching. Modifying commands including erase, copy, move, offset, trim, extend, stretch, mirror, array, fillet and scaling, drawing and modifying text, and dimensioning will be covered. Creation of blocks and templates, use of symbol libraries including furniture, windows and doors, concepts of model space and paper space are explored, as well as plotting drawings. Zia Dhurrani
CE9 217 R1 ZOOM COURSE
Meets: Saturday, 9:00am-12:00pm.
Starts June 5 for 7 sessions.
$250

INTRODUCTION TO MICROSOFT ONENOTE
This workshop will help you create structured, organized, and detailed notes using the powerful tools inside Microsoft OneNote. Topics will include creating and managing notebooks, creating and managing sections, handwriting into text, using Optical Character Recognition, and using features such as record audio and video notes. Accessing Microsoft OneNote on mobile devices and using its features with a stylus will also be discussed.
ONE-DAY WORKSHOP
Oscar F. Menendez
CE9 750 R1 ZOOM COURSE
Meets: Saturday, July 17, 10:00am-1:00pm.
$60

MICROSOFT TEAM CONFERENCING
Email may be quick and easy, but sometimes “face-to-face” meetings are critical. Learn about live webbased videoconferencing technology to keep your business connected “face to face” with clients. In this workshop, Microsoft Teams is used to demonstrate using videoconference technology to keep you connected to people that are important to you or your business. Features used in the workshop include using a microphone for audio, webcam for video, chat for messaging, adding your profile picture, recording for later viewing, and other features.
TWO-DAY WORKSHOP
Juan Hinjosa
CE9 747 R1 ZOOM COURSE
Meets: Friday, June 25 and July 2, 6:30pm-9:30pm.
$120

GOOGLE MEET CONFERENCING
Google Meet is used to demonstrate how to use videoconference technology to keep you connected to people that are important to you or your business. Features used in the workshop include using a microphone for audio, webcam for video, chat for messaging, adding your profile picture, recording for later viewing, and other features.
TWO-DAY WORKSHOP
Juan Hinjosa
CE9 743 R1 ZOOM COURSE
Meets: Friday, June 11 and 18, 6:30pm-9:30pm.
$120

HOW TO USE THE CLOUD
This workshop will teach you what, why and how to use the Cloud storage on the Internet for personal use. You will learn how to store and access your photos, music, and documents through your computer, smartphone, and tablet devices. Also, we will discuss how to find free and paid Cloud storage sites on the Internet. This workshop is A LECTURE ONLY class. ONE-DAY WORKSHOP
Edward Hom
CE9 481 R1 ZOOM COURSE
Meets: Saturday, June 5, 10:00am-1:00pm.
$60

SELLING ONLINE WITH ONLINE AUCTIONS AND OTHER SITES
Have you wanted to explore online auctioning and create online advertisements? Would you like to make some additional income by selling from the convenience of your computer? Learn how to begin buying and selling online. You will learn how to post listings with platforms such as eBay and Craigslist. Selling with Amazon, WordPress and PayPal will be explored. The course will include an overview of e-commerce, how-to demos, selling with the eBay mobile app and discussions of various experiences buying and selling online.
TWO-DAY WORKSHOP
Juan Hinjosa
CE9 416 R1 ZOOM COURSE
Meets: Saturday, June 5 and 12, 10:00am-1:00pm.
$120

INTRODUCTION TO GOOGLE SUITE
This workshop will teach you the basics in using Google Drive, Google Docs (word processing), Google Sheets (spreadsheet), and Google Slides (presentation). Basic fundamental topics covered are file/folder handling, creating/editing/formatting, tables, formulas and functions, charts, creating electronic slideshows, and simple collaboration.
ONE-DAY WORKSHOP
Jeremy Wong
CE9 322 R1 ZOOM COURSE
Meets: Saturday, July 24, 10:00am-1:00pm.
$60

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ONE-DAY WORKSHOP
Oscar F. Menendez
CE9 750 R1 ZOOM COURSE
Meets: Saturday, July 17, 10:00am-1:00pm.
$60

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$60

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$60
REGISTRATION FORM

Please answer all questions on this form and send it together with your check, money order, or credit card information to:

OFFICE OF WORKFORCE DEVELOPMENT & LIFELONG LEARNING
Nassau Community College
One Education Drive
Garden City, New York 11530-6793

Make check payable to: Nassau Community College
OR fax the form with credit card information to: 516.828.3507

Last Name _____________________________________________________________
Complete First Name ___________________________________________________
Address ________________________________________________________________
City ___________________________ Zip _______________  ☐ Male
Home Phone: (____)__________________________  ☐ Female
Cell Phone: (____)__________________________
Work Phone: (____)__________________________

*Birthdate: mm/dd/yyyy __ __/__ __/__ __ __ __ Have you ever taken any courses
*required* at NCC?  ☐ Yes  ☐ No
e-mail: __________________________________________ NCC ID #: __________________

COURSE SELECTION

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Total Amount: $ __________________

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 Workforce Development & 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 Workforce Development & 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 2-3 weeks to be processed.

CREDIT CARD PAYMENT INSTRUCTIONS:

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.

Students with overdue tuition and fees may be referred to a collection agency and will incur additional liabilities of up to 33% to cover all associated collection cost processes.

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 fee charges shown on the accompanying Registration Form. 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 Check ONE:  ☐ VISA  ☐ Mastercard  ☐ Discover  ☐ American Express

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