FALL 2018
REGISTER TODAY for Continuing Education classes at Nassau Community College.

WE HAVE COURSES FOR YOU IN
- Computers
- Personal Interest
- and much more...

FORMULAS AND CHARTS IN EXCEL II (CE9 573 A1)
Participants should have knowledge of MS Excel or have taken Formulas and Charts I (CE9572).
This ONE-DAY WORKSHOP will teach you to create advanced formulas in Excel, including the “if” function, applying absolute referencing to cells that will remain constant, grouping worksheets together, creating formulas for all grouped worksheets, and analyzing and filtering data lists. Creating and editing charts and linking Microsoft Excel to other Microsoft applications will also be discussed.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Anthony Canavaciol
CE9 573 A1 Meets: Monday, November 5, 6:30pm-9:30pm.
Fee: $50

MICROSOFT OFFICE

INTRODUCTION: MICROSOFT WORD 2016 FOR WINDOWS (CE9 098 A1, A2)
Fee: $50
Knowledge of Microsoft Word recommended. This workshop teaches the basics of one of the most popular word processing packages for Windows. Topics include creating, editing and formatting text, saving and printing documents, creating basic tables, and using various features such as spell/grammar check, autocorrect, clip- art, and headers and footers.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Kenneth Kim
CE9 098 A1 Meets: Saturday, October 13, 10:00am-4:00pm.
Fee: $50
CE9 098 A2 Meets: Saturday, November 10, 10:00am-4:00pm.
Fee: $50

INTERMEDIATE: MICROSOFT WORD 2016 FOR WINDOWS (CE9 137 A1)
Knowledge of Intermediate Microsoft Word for Windows recommended. This workshop will allow you to build on the skills introduced in the Intermediate Microsoft Word for Windows course. Topics include advanced mail merge, customizing dialog boxes, creating forms, and working with organizational charts.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Gioia Chester
CE9 137 A1 Meets: Saturday, November 17, 10:00am-4:00pm.
Fee: $50

ADVANCED: MICROSOFT WORD 2016 FOR WINDOWS (CE9 147 A1)
Knowledge of Intermediate Microsoft Word for Windows recommended. This workshop will allow you to build on the skills introduced in the Advanced Microsoft Word course. Topics include advanced mail merge, customizing dialog boxes, creating forms, and working with organizational charts.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Juan Hinojosa
CE9 147 A1 Meets: Saturday, December 8, 10:00am-4:00pm.
Fee: $50

ADVANCED: MICROSOFT EXCEL 2016 FOR WINDOWS (CE9 099 A1, A2, A3)
Knowledge of Microsoft Windows recommended. This workshop allows you to build on the skills learned in the Advanced Microsoft Excel course. Topics include examining the Excel Windows screen, creating and editing a spreadsheet, enhancing and formatting the spreadsheet, and charting basics.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Michael Lee
CE9 099 A1 Meets: Saturday, October 6, 10:00am-4:00pm.
Instructor: Edward Hom
CE9 099 A2 Meets: Sunday, November 4, 10:00am-4:00pm.
Instructor: Michael Lee
CE9 099 A3 Meets: Saturday, December 1, 10:00am-4:00pm.
Fee: $50

INTERMEDIATE: MICROSOFT EXCEL 2016 FOR WINDOWS (CE9 138 A1, A2)
Knowledge of Microsoft Excel for Windows recommended. This workshop allows you to build on the skills learned in the Intermediate Microsoft Excel course. Topics covered include understanding formulas, functions and range names, and charting.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Juan Hinojosa
CE9 138 A1 Meets: Saturday, November 3, 10:00am-4:00pm.
CE9 138 A2 Meets: Saturday, December 8, 10:00am-4:00pm.
Fee: $50

ADVANCED: MICROSOFT EXCEL 2016 FOR WINDOWS (CE9 148 A1, A2)
Knowledge of Microsoft Excel for Windows recommended. This workshop will allow you to build on the skills learned in the Intermediate Microsoft Excel course. Topics include understanding formulas, functions and range names, and charting.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Juan Hinojosa
CE9 148 A1 Meets: Saturday, November 17, 10:00am-4:00pm.
CE9 148 A2 Meets: Saturday, December 15, 10:00am-4:00pm.
Fee: $50

FORMULAS AND CHARTS IN EXCEL I (CE9 572 A1)
Participants should have some knowledge of MS Excel. Includes an overview of formulas and functions, creating a formula, creating charts in Excel, and basic charting. This workshop will allow you to build on the skills learned in the Intermediate Microsoft Excel course. Topics include understanding formulas, functions and range names, and charting.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Anthony Canavaciol
CE9 572 A1 Meets: Monday, October 22, 6:30pm-9:30pm.
Fee: $50

MICROSOFT ACCESS 2016 FOR WINDOWS (CE9 123 A1)
Access is Microsoft’s powerfull relational database. This course will cover basics of Access. The class will cover creating tables and queries.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Juan Hinojosa
CE9 123 A1 Meets: Saturday, October 20, 10:00am-4:00pm.
Fee: $50

INTERMEDIATE: MICROSOFT ACCESS 2016 FOR WINDOWS (CE9 146 A1)
Knowledge of Microsoft Access recommended. This class will cover how to input data in the database, creating forms, running macros and creating reports.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Juan Hinojosa
CE9 146 A1 Meets: Saturday, November 10, 10:00am-4:00pm.
Fee: $50

ADVANCED: MICROSOFT ACCESS 2016 FOR WINDOWS (CE9 478 A1)
Knowledge of Intermediate Microsoft Access 2016 for Windows (CE9146). This workshop will cover how to input and manage data in the Microsoft Access environment. Students will learn how to manipulate data, including creating forms, running macros and creating reports.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Juan Hinojosa
CE9 478 A1 Meets: Saturday, December 1, 10:00am-4:00pm.
Fee: $50

NEW
INTRODUCTION: MICROSOFT WINDOWS 10 (CE9 642 A1)
This ONE-DAY WORKSHOP is a part lecture, part hands-on class. This workshop will focus on working with data in the Microsoft Windows 10 environment. Topics covered will include creating and managing files and folders, desktop icons, and managing the taskbar. Longer workshops that dive more deeply into each topic will also be offered.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Oscar R. Collazo
CE9 642 A1 Meets: Saturday, October 20, 10:00am-4:00pm.
Fee: $50
INTRODUCTION TO QUICKBOOKS (CE9 569 A1, A2, A3)
This workshop provides an overview of QuickBooks software. It starts with an introduction to forms, lists, and menus and goes on to setting up a company, working with files and accounts, managing inventory, invoicing, forms, payments, statements, deposits, bank accounts, liens, bills, credit cards, depreciation, reports, and other management tasks. This course will cover all aspects of QuickBooks Pro and Premier. Learn to edit, delete, move information and modify QuickBooks charts of accounts and customized forms.

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Anthony Canavaciol
CE9 569 A1 Meets: Tuesday, 6:30pm-9:30pm for 2 sessions.
Starts September 25
CE9 569 A2 Meets: Tuesday, November 10, 9:00am-4:00pm.
Fee: $90

QUICKBOOKS II (CE9 570 A1, A2, A3)
Knowledge of Introduction to QuickBooks (CE9 569) recommended.
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; accounting for 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.

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Anthony Canavaciol
CE9 570 A1 Meets: Tuesday, 6:30pm-9:30pm for 2 sessions.
Starts October 9
CE9 570 A2 Meets: Tuesday, 6:30pm-9:30pm for 2 sessions.
Starts November 6
CE9 570 A3 Meets: Saturday, December 1, 9:00am-4:00pm.
Fee: $90

INTRODUCTION TO SQL (CE9 556 A1)
Language behind most databases today. Almost every application or app needs a place to store data or user information. In this introductory course, students will learn how to read and write basic queries to insert and retrieve data from databases.

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Imran Shaw
CE9 556 A1 Meets: Saturday, October 20, 10:00am-4:00pm.
Fee: $90

COMPUTER AND IDENTITY SECURITY (CE9 322 A1)
This three-hour course will teach the basics of keeping your computer and personal information safe while you enjoy the benefits of the Internet. Some of the highlights are: computer security, anti-virus software, what is a firewall?, how to hide your computer from hackers; handling SPAM, managing user IDs and passwords; how to use your computer XP backup, how to secure personal information.

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Jeremy Wong
CE9 322 A1 Meets: Saturday, December 9, 10:00am-1:00pm.
Fee: $50

COMPUTER APPLICATION
INTRODUCTION TO GOOGLE DOCS (CE9 638 A1)
Learn how to use the basic features of the word processor program (Google Docs) and how to manage your files on Google Drive. Topics include creating, editing and formatting, saving and printing documents, creating basic tables, and using various features such as spell check, inserting images, converting Word documents to Google Docs, and sharing documents. Please make sure you have a free Gmail account and password prior to class.

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Edward Hom
CE9 638 A1 Meets: Sunday, December 2, 10:00am-4:00pm.
Fee: $90

MUSIC AND PHOTOS ON THE MAC (CE9 660 A1)
This workshop is designed for those who want to get an introductory tour and learn how to use the Apple Music, iTunes, and Photos apps. Learn the different platforms available for music streaming and key elements of great photo editing, from quick fixes to fine adjustments. Follow along as we discuss photo editing and sharing features. Topics include the basics of importing, downloading, streaming, navigating, playlists, searching, playing, sharing, editing, photos, videos, albums, and more. You may bring your own Apple device. This workshop is LECTURE/DEMONSTRATION only!

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Alvin Estrada
CE9 660 A1 Meets: Sunday, December 9, 9:00am-4:00pm.
Fee: $90

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Instructor: Jeremy Wong
CE9 322 A1 Meets: Saturday, December 9, 10:00am-1:00pm.
Fee: $50

COMPUTER FOR BEGINNERS (CED 217 A1)
This hands-on one day course is designed to present the key hardware components as well as the programs designed to control them. Software such as Windows, MS Word, Excel and Internet will be covered.

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Julie Chang
CED 217 A1 Meets: Saturday, October 6, 9:00am-3:00pm.
Fee: $90

Selling online with online auctions and other sites (CE9 416 A1)
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 Craiglist. Selling with Amazon, WordPress and PayPal will be explored. The course will include an overview of ecommerce, how to demos, selling with the eBay mobile app and discussions of various experiences buying and selling online.

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Joan Higasaki
CE9 416 A1 Meets: Saturday, October 27, 10:00am-4:00pm.
Fee: $90

How to Declutter your Digital Life (CE9 596 A1)
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 workshop is a lecture only!

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Edward Hom
CE9 596 A1 Meets: Monday, October 7, 10:00am-4:00pm.
Fee: $90

i-DEVICES AND THE MAC (CE9 659 A1)
This workshop is designed for anybody wanting to get an introductory tour and learn how to buy/use the i-Devices and Macs on the market. Learn how to have your Apple devices communicate with each other. Acquire the basic skills needed to take advantage of the features these products have to offer. Topics include the basics of navigating, getting organized, keeping your software up to date, customize your settings, learn awesome apps that are available and more. You may bring your own Apple device. This workshop is LECTURE/DEMONSTRATION only!

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Alvin Estrada
CE9 659 A1 Meets: Sunday, December 2, 10:00am-4:00pm.
Fee: $90

Music and Photos on the Mac (CE9 660 A1)
This workshop is designed for those who want to get an introductory tour and learn how to use the Apple Music, iTunes, and Photos apps. Learn the different platforms available for music streaming and key elements of great photo editing, from quick fixes to fine adjustments. Follow along as we discuss photo editing and sharing features. Topics include the basics of importing, downloading, streaming, navigating, playlists, searching, playing, sharing, editing, photos, videos, albums, and more. You may bring your own Apple device. This workshop is LECTURE/DEMONSTRATION only!

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Alvin Estrada
CE9 660 A1 Meets: Sunday, December 9, 9:00am-4:00pm.
Fee: $90

Facebook for Personal Use (CE9 568 A1)
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 and free paid Cloud storage sites on the Internet. This workshop is a lecture only!

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Edward Hom
CE9 481 A1 Meets: Sunday, September 30, 10:00am-4:00pm.
Fee: $90

How to Use the Cloud (CE9 481 A1)
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 and free paid Cloud storage sites on the Internet. This workshop is a lecture only!

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Edward Hom
CE9 481 A1 Meets: Sunday, October 21, 10:00am-4:00pm.
Fee: $50

How to Buy/Use Your iPad Tablet (CE9 437 A1)
This workshop will teach you how to buy and use the iPad Tablet. You will learn how to decide which tablet to buy among the various tablets on the market. Topics will also include how to use the basic features of the tablet, accessories, and awesome applications that are available. This workshop is a lecture only!

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Oscar F. Menendez
CED 437 A1 Meets: Sunday, November 3, 10:00am-4:00pm.
Fee: $90
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

YOU MUST BE 18 OR OLDER TO REGISTER WITH THE EXCEPTION OF ALTERNATIVES, HSE, AND SAT PROGRAMS.

HOW DID YOU HEAR ABOUT OUR COURSES?

- TV
- Friend
- Website
- Email
- Mail
- Other
- Newspaper

Last Name __________________________

Complete First Name _______________________

Address ________________________________________________________________

City __________________________ Zip __________________________

Home Phone: ( ) __________________________

Cell Phone: ( ) __________________________

Work Phone: ( ) __________________________

*Birthdate: mm/dd/yyyy __ __/__ __/__ __ __ __

Have you ever taken any courses at NCC?  

- Yes
- No

*required*
e-mail: ____________________________

NCC ID #: __________________________

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: __ __/__ __ __ __ __

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.

HOW DID YOU HEAR ABOUT OUR COURSES?

- TV
- Friend
- Website
- Email
- Mail
- Other
- Newspaper

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