COMPUTER CLASSES

INTRODUCTION: MICROSOFT WINDOWS 10 (CE9 642 B1)

In this one-day course you will be shown how to use Microsoft Windows 10. Topics will include basic functions such as copying and pasting, creating, renaming, finding, files and folders, updating Windows and creating user accounts. We will also be looking into the Microsoft Windows 10 built-in apps and learn how to use them.

Fee: $60

ONE-DAY WORKSHOP. Bring lunch.

Course Dates:
Saturday, March 1, 10:00am-4:00pm.

Instructor: Mario Alvarado

INTERMEDIATE: MICROSOFT WINDOWS 10 (CE9 687 B1)

In this one-day course, you will continue to learn how to increase your knowledge and skills on Microsoft Windows 10. Topics will include creating user accounts, configuring Windows such as passwords and default programs, install peripherals such as a printer or scanner.

Fee: $120

ONE-DAY WORKSHOP. Bring lunch.

Course Dates:
Saturday, March 14, 10:00am-4:00pm.

Instructor: Oscar F. Menendez

INTRODUCTION: MICROSOFT WORD 2016 FOR WINDOWS (CE9 099 B1, B2)

Knowledge of Microsoft Windows recommended. This workshop allows you to build on the skills learned in the Introduction to Microsoft Word for Windows course. Topics will include inserting tabs, headers and footers, tables, borders, columns, working with multiple documents, creating, editing, and printing a mail merge.

Fee: $60

ONE-DAY WORKSHOP. Bring lunch.

Course Dates:
Saturday, March 7, 10:00am-4:00pm.

Instructor: Jennifer Wong

INTRODUCTION: MICROSOFT WORD 2016 FOR WINDOWS (CE9 137 B1)

Basic knowledge of Microsoft Word recommended. This workshop will allow you to build on the skills gained in the Introduction to Microsoft Word for Windows course. Topics will include inserting tabs, headers and footers, tables, borders, columns, working with multiple documents, creating, editing, and printing a mail merge.

Fee: $120

ONE-DAY WORKSHOP. Bring lunch.

Course Dates:
Saturday, April 4, 10:00am-4:00pm.

Instructor: Gloria Chester

ADVANCED: MICROSOFT WORD 2016 FOR WINDOWS (CE9 147 B1)

Knowledge of Intermediate Microsoft Word for Windows recommended. This workshop allows you to build on the skills learned in the Introduction to Microsoft Word for Windows course. Topics include advanced mail merging, customizing toolbars, working with organizational charts, text and number conventions, creating hyperlinks, and creating and exporting macros.

Fee: $120

ONE-DAY WORKSHOP. Bring lunch.

Course Dates:
Saturday, May 9, 10:00am-4:00pm.

Instructor: Lisa Castillo

MICROSOFT OUTLOOK 2016 FOR BEGINNERS (CE9 577 B1)

Basic knowledge of Microsoft Windows recommended. Professionals stand to gain by knowing how to maximize the potential of their office calendars, address books for storing contacts, task reminder features, and the journal. One-Day Workshop.

Fee: $60

ONE-DAY WORKSHOP. Bring lunch.

Course Dates:
Saturday, March 29, 10:00am-1:00pm.

Instructor: Jerome Wong

INTRODUCTION: MICROSOFT EXCEL 2016 FOR WINDOWS (CE9 099 B1, B2)

Basic knowledge of Microsoft Windows recommended. This workshop teaches you the basics of one of the most popular spreadsheet packages for Windows. Topics include examining the Excel Windows screen, creating and editing a spreadsheet, enhancing and formatting the spreadsheet, basic formulas and functions, saving and printing a spreadsheet, and charting basics.

Fee: $60

ONE-DAY WORKSHOP. Bring lunch.

Course Dates:
Saturday, March 7, 10:00am-4:00pm.

Instructor: Victor Castillo

INTERMEDIATE: MICROSOFT EXCEL 2016 FOR WINDOWS (CE9 138 B1, B2)

Knowledge of Microsoft Excel for Windows recommended. This workshop allows you to build on the skills learned in the Intro to Excel in Windows course. Topics covered include understanding formulas, functions and handling dates and times.

Fee: $120

ONE-DAY WORKSHOP. Bring lunch.

Course Dates:
Saturday, March 28, 10:00am-4:00pm.

Instructor: Jair Hinojosa

ADVANCED: MICROSOFT EXCEL 2016 FOR WINDOWS (CE9 148 B1, B2)

Knowledge of Microsoft Excel for Windows recommended. This course is designed to teach you how to create simple formulas in Excel such as sum, maximum, minimum, average, and count. Also create and edit charts such as column, bar, and pie, how to add labels to a pie chart and how to place a chart on a separate worksheet.

Fee: $120

ONE-DAY WORKSHOP. Bring lunch.

Course Dates:
Saturday, May 16, 10:00am-4:00pm.

Instructor: Jair Hinojosa

FORMULAS AND CHARTS IN EXCEL I (CE9 572 B1)

Participants should have some knowledge of MS Excel. This workshop teaches you the basics of one of the most popular spreadsheet packages for Windows. Topics covered include understanding formulas, functions and handling dates and times.

Fee: $60

ONE-DAY WORKSHOP. Bring lunch.

Course Dates:
Saturday, April 4, 10:00am-4:00pm.

Instructor: Anthony Canavaciio

FORMULAS AND CHARTS IN EXCEL II (CE9 573 B1)

Participants should have some knowledge of MS Excel. This workshop teaches you the basics of one of the most popular spreadsheet packages for Windows. Topics covered include understanding formulas, functions and handling dates and times.

Fee: $60

ONE-DAY WORKSHOP. Bring lunch.

Course Dates:
Sunday, April 5, 10:00am-4:00pm.

Instructor: Melissa Shaw

INTRODUCTION TO SQL (CE9 556 B1)

SQL is the language behind most databases today. Almost every application or app has a database behind it. This course will teach you how to write data reports using Structured Query Language (SQL). We will review different types of SQL, simple queries to insert and retrieve data from databases.

Fee: $60

ONE-DAY WORKSHOP. Bring lunch.

Course Dates:
Saturday, March 21, 10:00am-4:00pm.

Instructor: Jair Hinojosa

DATA REPORT WRITING (CE9 682 B1)

This course will teach you how to write data reports using Structured Query Language (SQL). We will review different types of SQL, simple queries to insert and retrieve data from databases.

Fee: $120

ONE-DAY WORKSHOP. Bring lunch.

Course Dates:
Saturday, April 18, 10:00am-4:00pm.

Instructor: Melissa Shaw

COMPUTER CLASSES

SPRING 2020

REGISTER TODAY

for Continuing Education classes at Nassau Community College.

WE HAVE COURSES FOR YOU IN

• Computers
• Personal Interest
• and much more....
**INTRODUCTION TO MICROSOFT POWERPOINT 2016 FOR WINDOWS (CE9 146 B1)**
Knowledge of Microsoft Access recommended. This workshop will cover how to create Microsoft PowerPoint presentations. The class will cover how to collect and display data and how to create a customized view of your data. It will consist of creating forms, running macros and creating reports.

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Juan Hinojosa
CE9 146 B1 Meets: Saturday, March 7, 10:00am-4:00pm.
Fee: $120

**ADVANCED: MICROSOFT ACCESS 2016 FOR WINDOWS (CE9 478 B1)**
This workshop focuses on working with data in the Microsoft Access environment. Activities will cover the following Access features: make table query, append query, update query, crosstab query, delete query, combining tables with the union query, and basic SQL manipulation. Expression Builder will be used in conjunction with queries and reporting tools.

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Juan Hinojosa
CE9 478 B1 Meets: Saturday, May 9, 10:00am-4:00pm.
Fee: $120

**INTRODUCTION TO GOOGLE SUITE (CE9 714 B1)**
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. Bring lunch.
Instructor: Edward Hom
CE9 714 B1 Meets: Sunday, March 15, 10:00am-4:00pm.
Fee: $120

**AUTOCAD INTRODUCTORY LEVEL (CE9 217 B1)**
A course designed for those with no AutoCAD experience. This seminar is designed to provide the beginner with AutoCAD as a tool to create the beginnings. 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, stretch, mirror, array, and dimensioning will be covered. Creation of blocks and 2D designs, use of symbols libraries including furniture, windows and doors, concepts of model space and paper space are explored, as well as plotting drawings.

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Zu Duma
CE9 217 B1 Meets: Saturday, 9:00am-12:00pm for 7 sessions.
Starts March 7
Fee: $250

**COMPUTER AND IDENTITY SECURITY (CE9 322 B1)**
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 Windows XP backup tool; how to secure personal information.

ONE-DAY WORKSHOP
Instructor: Jeremy Wong
CE9 322 B1 Meets: Sunday, March 15, 10:00am-1:00pm.
Fee: $60

**SELLING ONLINE WITH ONLINE AUCTIONS AND OTHER SITES (CE9 416 B1)**
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 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: Juan Hinojosa
CE9 416 B1 Meets: Saturday, March 14, 10:00am-4:00pm.
Fee: $120

**HOW TO USE THE CLOUD (CE9 481 B1)**
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, documents through a 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
Instructor: Edward Hom
CE9 481 B1 Meets: Sunday, March 29, 10:00am-1:00pm.
Fee: $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

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?
*required*

- Yes
- No

e-mail: ____________________________ NCC ID #: __________

COURSE SELECTION

<table>
<thead>
<tr>
<th>CED #</th>
<th>SECTION</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: __ __/__ __ __ __