

NASSAU COMMUNITY COLLEGE

Continuing Education & Workforce Development



FALL 2019

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for Continuing Education classes at Nassau Community College.

WE HAVE COURSES FOR YOU IN

- Computers
- Personal Interest
- and much more....

MICROSOFT OFFICE

COMPUTER FOR BEGINNERS (CED 217 A1)

This hands-on one day course is designed to present the key hardware components of microcomputers as well as the programs designed to control them. Software such as Windows, MS Word, Excel and Internet will be covered. **Bring lunch.**

ONE-DAY WORKSHOP.

Instructor: Julie Chang

CE9 217 A1 Meets: Saturday, October 5, 9:00am-3:00pm.

Fee: \$120

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! **Bring lunch.**

ONE-DAY WORKSHOP.

Instructor: Edward Hom

CE9 596 A1 Meets: Sunday, October 6, 10:00am-4:00pm.

Fee: \$120



INTRODUCTION: MICROSOFT WINDOWS 10 (CE9 642 A1)

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, managing files and folders and desktop icons. We will also be looking into the Microsoft Windows 10 built-in

apps and learn how to use them. **Bring lunch.**

ONE-DAY WORKSHOP.

Instructor: Oscar F. Menendez

CE9 642 A1 Meets: Saturday, October 5, 10:00am-4:00pm.

Fee: \$120



INTERMEDIATE: MICROSOFT WINDOWS 10 (CE9 687 A1)

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. It will also teach you how to install and uninstall

programs, install peripherals such as a printer or scanner.

ONE-DAY WORKSHOP. Bring lunch.

Instructor: Oscar F. Menendez

CE9 687 A1 Meets: Saturday, October 26, 10:00am-4:00pm.

Fee: \$120

INTRODUCTION: MICROSOFT WORD 2016 FOR WINDOWS (CE9 098 A1, A2)

Knowledge of Microsoft Windows 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 check, autocorrect, clip-art, and wordart. **Bring lunch.**

ONE-DAY WORKSHOP.

Instructor: Patricia Castillo

CE9 098 A1 Meets: Saturday, October 12, 10:00am-4:00pm.

CE9 098 A2 Meets: Saturday, November 2, 10:00am-4:00pm.

Fee: \$120

INTERMEDIATE: MICROSOFT WORD 2016 FOR WINDOWS (CE9 137 A1)

Knowledge of Introductory Microsoft Word for Windows 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. **Bring lunch.**

ONE-DAY WORKSHOP

Instructor: Gioia Chester

CE9 137 A1 Meets: Saturday, October 26, 10:00am-4:00pm.

Fee: \$120

ADVANCED: MICROSOFT WORD 2016 FOR WINDOWS (CE9 147 A1)

Knowledge of Intermediate Microsoft Word 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, water marks, building blocks, and creating and executing macros. **Bring lunch.**

ONE-DAY WORKSHOP.

Instructor: Gioia Chester

CE9 147 A1 Meets: Saturday, November 16, 10:00am-4:00pm.

Fee: \$120

MICROSOFT OUTLOOK 2016 FOR BEGINNERS (CE9 577 A1)

Basic 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, part hands-on class.

Instructor: Jeremy Wong

CE9 577 A1 Meets: Sunday, October 27, 10:00am-1:00pm.

Fee: \$60

INTRODUCTION: MICROSOFT EXCEL 2016 FOR WINDOWS (CE9 099 A1, A2, A3)

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. **Bring lunch.**

ONE-DAY WORKSHOP.

Instructor: Michael Lee

CE9 099 A1 Meets: Saturday, October 5, 10:00am-4:00pm.

Instructor: Edward Hom

CE9 099 A2 Meets: Sunday, November 3, 10:00am-4:00pm.

Instructor: Michael Lee

CE9 099 A3 Meets: Saturday, December 7, 10:00am-4:00pm.

Fee: \$120

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 Intro to Microsoft Excel for Windows course. Topics covered include understanding formulas, functions and range names, and chart making. **Bring lunch.**

ONE-DAY WORKSHOP.

Instructor: Imran Shaw

CE9 138 A1 Meets: Saturday, October 12, 10:00am-4:00pm.

CE9 138 A2 Meets: Saturday, November 16, 10:00am-4:00pm.

Fee: \$120

ADVANCED: MICROSOFT EXCEL 2016 FOR WINDOWS (CE9 148 A1, A2)

Knowledge of Microsoft Excel for Windows recommended. Topics covered will include conditional and nested functions. Discover how to add Excel content to other Microsoft Office programs as well as link data from multiple worksheets within Excel. Macros and Pivot Tables will be introduced. **Bring lunch.**

ONE-DAY WORKSHOP.

Instructor: Juan Hinojosa

CE9 148 A1 Meets: Saturday, October 26, 10:00am-4:00pm.

CE9 148 A2 Meets: Saturday, December 7, 10:00am-4:00pm.

Fee: \$120

FORMULAS AND CHARTS IN EXCEL I (CE9 572 A1)

Participants should have some knowledge of MS Excel. Includes an overview of Microsoft Excel, and a quick review of creating and saving a workbook. Explore 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.

ONE-DAY WORKSHOP.

Instructor: Anthony Canavaciol

CE9 572 A1 Meets: Monday, October 14, 6:30pm- 9:30pm.

Fee: \$60

FORMULAS AND CHARTS IN EXCEL II (CE9 573 A1)

Participants should have knowledge of MS Excel or have taken Formulas and Charts I (CE9 572). Create more 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 creating and filtering data lists. Creating and editing charts and linking Microsoft Excel to other Microsoft applications will also be discussed.

ONE-DAY WORKSHOP.

Instructor: Anthony Canavaciol

CE9 573 A1 Meets: Monday, October 21, 6:30pm-9:30pm.

Fee: \$60

NEW DATA REPORT WRITING (CE9 682 A1)

This course is designed to teach you how to write data reports using Structured Query Language (SQL). We will review different types of SQL, and then learn how to filter, group, sort and calculate data results.

ONE-DAY WORKSHOP.

Instructor: Imran Shaw

CE9 682 A1 Meets: Saturday, November 2, 10:00am-4:00pm.

Fee: \$120

INTRODUCTION: MICROSOFT POWERPOINT 2016 FOR WINDOWS (CE9 136 A1)

Knowledge of Microsoft Windows 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, video, pictures, and printing. Presentation tips/techniques and utilizing technology to enhance your presentations will also be discussed. **Bring lunch.**

ONE-DAY WORKSHOP.

Instructor: Edward Hom

CE9 136 A1 Meets: Sunday, November 17, 10:00am-4:00pm.

Fee: \$120



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WWW.NCC.EDU/CONTINUINGEDUCATION



INTERMEDIATE: MICROSOFT POWERPOINT 2016 FOR WINDOWS (CE9 434 A1)

Knowledge of Microsoft PowerPoint recommended. This workshop allows you to build on the skills introduced in the Intro to Microsoft PowerPoint for Windows course. Topics covered will include adding images, photos, sounds, music and organizational charts. Also covered will be: embedding and linking objects together, creating hyperlinks, capturing images from the internet and customizing backgrounds and slide animations. **Bring lunch.**

ONE-DAY WORKSHOP.**Instructor: Kleva Kosta****CE9 434 A1 Meets:** Saturday, December 14, 10:00am-4:00pm.**Fee: \$120****INTRODUCTION: MICROSOFT ACCESS 2016 FOR WINDOWS (CE9 123 A1)**

Access is Microsoft's powerful relational database. This class will cover basics of Access. The class will consist of creating tables and queries. **Bring lunch.**

ONE-DAY WORKSHOP.**Instructor: Juan Hinojosa****CE9 123 A1 Meets:** Saturday, November 2, 10:00am-4:00pm.**Fee: \$120****INTERMEDIATE: MICROSOFT ACCESS 2016 FOR WINDOWS (CE9 146 A1)**

Knowledge of Microsoft Access recommended. This 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.**Instructor: Juan Hinojosa****CE9 146 A1 Meets:** Saturday, November 16, 10:00am-4:00pm.**Fee: \$120****ADVANCED: MICROSOFT ACCESS 2016 FOR WINDOWS (CE9 478 A1)**

Knowledge of Intermediate Microsoft Access 2016 for Windows (CE9 146). 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 tool. **Bring lunch.**

ONE-DAY WORKSHOP.**Instructor: Juan Hinojosa****CE9 478 A1 Meets:** Saturday, December 14, 10:00am-4:00pm.**Fee: \$120****AUTOCAD INTRODUCTORY LEVEL (CE9 217 A1)**

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.

Instructor: Zia Durrani**CE9 217 A1 Meets:** Saturday, 9:00am-12:00pm for 7 sessions.**Starts October 5****Fee: \$250****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 Windows XP backup tool; how to secure personal information.

ONE-DAY WORKSHOP.**Instructor: Jeremy Wong****CE9 322 A1 Meets:** Sunday, October 13, 10:00am-1:00pm.**Fee: \$60****ELECTRONIC DEVICE EMERGENCY PREPARATION (CE9 482 A1)**

This workshop will teach you how you to keep your phone, tablets, computers, and other electronic devices working during an emergency such as a hurricane, major storm, or when the power goes out. This workshop is a LECTURE ONLY class.

ONE-DAY WORKSHOP.**Instructor: Edward Hom****CE9 482 A1 Meets:** Sunday, October 13, 10:00am-1:00pm.**Fee: \$60****INTRODUCTION TO SQL (CE9 556 A1)**

SQL is the 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. **Bring lunch.**

ONE-DAY WORKSHOP.**Instructor: Imran Shaw****CE9 556 A1 Meets:** Saturday, October 5, 10:00am-4:00pm.**Fee: \$120****INTRODUCTION TO GOOGLE DOCS (CE9 638 A1)**

Learn how to use the basics of the free 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. **Bring lunch.**

ONE-DAY WORKSHOP.**Instructor: Edward Hom****CE9 638 A1 Meets:** Sunday, December 1, 10:00am-4:00pm.**Fee: \$120****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 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. **Bring lunch.**

ONE-DAY WORKSHOP.**Instructor: Juan Hinojosa****CE9 416 A1 Meets:** Saturday, October 12, 10:00am-4:00pm.**Fee: \$120****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 free and paid Cloud storage sites on the Internet. **This workshop is A LECTURE ONLY class.**

ONE-DAY WORKSHOP.**Instructor: Edward Hom****CE9 481 A1 Meets:** Sunday, October 27, 10:00am-1:00pm.**Fee: \$60****INTRODUCTION TO QUICKBOOKS (CE9 569 A1, A2, A3)**

This workshop provides an overview of QuickBooks software. It starts with an introduction to forms, lists, registers and menus and goes on to setting up a company, working with files and accounts, managing 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.

Instructor: Anthony Canavacio**CE9 569 A1 Meets:** Tuesday, September 24, 6:30pm-9:30pm for 2 sessions.**CE9 569 A2 Meets:** Tuesday, October 15, 6:30pm-9:30pm for 2 sessions.**CE9 569 A3 Meets:** Saturday, November 9, 9:00am-4:00pm.**ONE-DAY WORKSHOP. Bring lunch.****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.

Instructor: Anthony Canavacio**CE9 570 A1 Meets:** Tuesday, October 29, 6:30pm-9:30pm for 2 sessions.**CE9 570 A2 Meets:** Saturday, November 23, 9:00am-4:00pm.**ONE-DAY WORKSHOP. Bring lunch.****CE9 570 A3 Meets:** Tuesday, December 3, 6:30pm-9:30pm for 2 sessions.**Fee: \$120****QUICKBOOKS SPECIAL FEATURES (CE9 571 A1)**

Knowledge of Introduction to QuickBooks (CE9 569) and QuickBooks II (CE9 570) recommended. Track and pay sales tax, set up tax rates, apply tax, determine what is owed and maintain sales tax register. Learn estimating, process invoicing, tracking time, job costing profitability, customizing forms, writing QuickBooks letters, templates, and managing inventory.

ONE-DAY WORKSHOP.**Instructor: Anthony Canavacio****CE9 571 A1 Meets:** Tuesday, December 17, 6:30pm-9:30pm.**Fee: \$60**

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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?

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| <input type="checkbox"/> TV | <input type="checkbox"/> Friend |
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| <input type="checkbox"/> Mail | <input type="checkbox"/> Other |
| <input type="checkbox"/> Newspaper | |

Last Name _____

Complete First Name _____

Address _____

City _____ Zip _____

Home Phone: () _____

Cell Phone: () _____

Work Phone: () _____

Male

Female

*Birthdate: mm/dd/yyyy ____/____/____

required

Have you ever taken any courses at NCC?

Yes

No

e-mail: _____ NCC ID #: _____

COURSE SELECTION

CED #	SECTION	COURSE TITLE	DAY	FEE
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:** ____/____