

# NASSAU COMMUNITY COLLEGE

## Continuing Education & Workforce Development



# FALL 2024

## REGISTER TODAY

for Continuing Education classes at Nassau Community College.

## WE HAVE COURSES FOR YOU IN

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

Participation in Zoom workshops requires the use of a device with Zoom audio/video conferencing capability.

For questions regarding computer access, please email [ced@ncc.edu](mailto:ced@ncc.edu)

## MICROSOFT COURSES

### COMPUTER FOR BEGINNERS

This hands-on 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.

**ONE-DAY WORKSHOP. Bring lunch.**

**Instructor:** Edward Hom

**CE9 217 A1 ON-CAMPUS COURSE** Meets: Saturday, September 28, 10:00am-4:00pm.

**Fee: \$150**

### MICROSOFT OUTLOOK FOR BEGINNERS 365/2016/2019/2021

Basic knowledge of Microsoft 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 ON-CAMPUS COURSE** Meets: Saturday, November 9, 10:00am-1:00pm.

**Fee: \$75**

### INTRODUCTION: MICROSOFT WORD 365/2016/2019/2021

Knowledge of Microsoft Windows recommended.

This workshop 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.

**ONE-DAY WORKSHOP. Bring lunch.**

**Instructor:** Zachary Pournazari

**CE9 098 A1 ON-CAMPUS COURSE** Meets: Saturday, October 26, 10:00am-4:00pm.

**Fee: \$150**

### INTERMEDIATE: MICROSOFT WORD 365/2016/2019/2021

Knowledge of Introductory Microsoft Word (CE9 098) recommended.

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

**ONE-DAY WORKSHOP. Bring lunch.**

**Instructor:** Zachary Pournazari

**CE9 137 A1 ON-CAMPUS COURSE** Meets: Saturday, November 2, 10:00am-4:00pm.

**Fee: \$150**

### INTRODUCTION: MICROSOFT EXCEL 365/2016/2019/2021

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.

**ONE-DAY WORKSHOP. Bring lunch.**

**Instructor:** Edward Hom

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

**CE9 099 A2 ON-CAMPUS COURSE** Meets: Saturday, November 2, 10:00am-4:00pm.

**Fee: \$150**

### INTERMEDIATE: MICROSOFT EXCEL 365/2016/2019/2021

Knowledge of Introduction Microsoft Excel (CE9 099) recommended.

Topics focus on review of conditional functions to process information, PivotTables for report creation, charts to visualize data, and conditional formatting to identify trends in data sets based on user-defined rules. Various data sets will be used.

**ONE-DAY WORKSHOP. Bring lunch.**

**Instructor:** Zachary Pournazari

**CE9 138 A1 ON-CAMPUS COURSE** Meets: Sunday, October 13, 10:00am-4:00pm.

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

**Fee: \$150**

### ADVANCED: MICROSOFT EXCEL 365/2016/2019/2021

Knowledge of Intermediate Microsoft Excel (CE9 138) recommended.

Topics cover the match and retrieve "vlookup" function, name ranges to label and access data sets, macros to automate steps, and nested "IF" functions to leverage more complex function usage. Various examples and data sets will be used.

**ONE-DAY WORKSHOP. Bring lunch.**

**Instructor:** Zachary Pournazari

**CE9 148 A1 ON-CAMPUS COURSE** Meets: Saturday, December 7, 10:00am-4:00pm.

**Fee: \$150**

### INTRODUCTION: MICROSOFT ACCESS 365/2016/2019/2021

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

**ONE-DAY WORKSHOP. Bring lunch.**

**Instructor:** Zachary Pournazari

**CE9 123 A1 ON-CAMPUS COURSE** Meets: Saturday, November 16, 10:00am-4:00pm.

**Fee: \$150**

### FORMULAS AND CHARTS IN EXCEL I

Participants should have some knowledge of MS Excel. Includes an overview of Microsoft Excel, and a quick review of creating and saving a workbook. Learn 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 ON-CAMPUS COURSE** Meets: Tuesday, November 5, 6:30pm-9:30pm.

**Fee: \$75**

### FORMULAS AND CHARTS IN EXCEL II

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 ON-CAMPUS COURSE** Meets: Tuesday, November 12 6:30pm-9:30pm.

**Fee: \$75**

## TESTING CENTER

### HIGH SCHOOL EQUIVALENCY MATH REVIEW (GED)

Prerequisites: Students should have a basic knowledge of arithmetic, algebra, and geometric principles. This course is designed for students whose math skills are sufficient for taking the High School Equivalency math test, but feel they need a brush-up before taking the test. It is an intensive program of math which will include a review of problem-solving techniques and general math topics. Included in the course are: concepts in algebra, geometry, number relations, data analysis and statistics, including writing and solving equations; determining rates of change; graphing and coordinate geometry; interpreting bar charts, circle graphs in association with numerical estimation; and determination of problem-solving parameters.

**Book required for the first session:** GED Test Prep 2024-2025 - (Kaplan Test Prep) by Caren Van Slyke (Paperback). **STUDENTS ARE ASKED TO PURCHASE A TI-30XS CALCULATOR (OR HAVE ACCESS TO A DIGITAL VERSION OF THE CALCULATOR) AND WORKBOOK TO PROPERLY REVIEW FOR THE HSE MATH SECTION.**

**Instructor:** Israel Gonzalez

**CE9 763 A1 ON-CAMPUS COURSE** Meets: Tuesday, 6:30pm-8:30pm for 6 sessions.

**Starts October 1**

**Fee: \$175**

### HIGH SCHOOL EQUIVALENCY LANGUAGE SKILLS REVIEW (GED)

This course is designed to review some of the language skills measured on the High School Equivalency (HSE) language arts tests. Participants will review reading, writing, vocabulary, and test taking skills to help them prepare for the High School Equivalency Exam.

**Book required for the first session:** GED Test Prep 2024-2025 - (Kaplan Test Prep) by Caren Van Slyke (Paperback).

**Instructor:** Angela Pugh-Roberson

**CE9 764 A1 ON-CAMPUS COURSE** Meets: Thursday, 6:30pm-8:30pm for 6 sessions.

**Starts October 10**

**Fee: \$175**

### TEAS REVIEW FOR THOSE CONSIDERING A CAREER IN THE MEDICAL/HEALTH FIELD

The Test of Essential Academic Skills (TEAS Exam) is used as part of the admissions process by many Nursing and Allied Health schools. Review the skills needed for success and prepare for your ATI TEAS exam with 48 hours of instructor led classes.

**Students should purchase the MOMENTRIX TEST PREPARATION: ATI TEAS 7 ISBN-13: 978-**

**1516720002 and bring it to the first class.** Schedule and pay for your exam at [www.atitesting.com](http://www.atitesting.com)

**Instructor:** Staff

**CE9 812 B1 ON-CAMPUS COURSE** Meets: Tuesday and Thursday, 6:30pm-9:30pm (6-English, 5-Math, and 5-Science) for 16 sessions.

**Starts November 19**

**Fee: \$450**



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**[WWW.NCC.EDU/CONTINUINGEDUCATION](http://WWW.NCC.EDU/CONTINUINGEDUCATION)**



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