INTRODUCTION TO PERL (CED 9555 B1)
Perl is widely used by UNIX and Windows programmers, system administrators, and Web and database programmers. It is an easy-to-learn and extremely powerful language. This course introduces students to programming language Perl. In this introductory course students will learn how to manipulate strings and work with various Perl libraries. Bring lunch.
Instructor: Imran Shaw
CED 9555 B1 Meets: Saturday, May 21, 10am-4pm.
One Day Workshop Fee: $90

INTRODUCTION TO SQL (CED 9556 B1)
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 database. Bring lunch.
Instructor: Imran Shaw
CED 9556 B1 Meets: Saturday, April 30, 10am-4pm.
One Day Workshop Fee: $90

MICROSOFT OUTLOOK 2013 FOR BEGINNERS (CED 9577 B1)
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: Israel González Jr.
CED 9577 B1 Meets: Saturday, March 19, 9:00am-12:00pm.
One Day Workshop Fee: $45

FACEBOOK FOR BUSINESS AND PERSONAL USE (CED 9568 B1)
This workshop is designed for anybody wanting to learn, understand and use Facebook for business and personal use. It will provide the basic skills you will need to take advantage of the features, tools, and tricks available on this free online social media site. Topics include news feed, networks, friends, inbox, poking, commenting, likes, tagging, photo albums, online chat, notifications, following, trending, and more. Bring lunch.
Instructor: Alvin Estrada
CED 9568 B1 Meets: Sunday, May 15, 10:00am-4:00pm.
One-Day Workshop Fee: $90

GOOGLE ANALYTICS - TURN VISITORS INTO PROFIT WITH INSIGHTS AND STATISTICS (CED 9563 B1)
Businesses of all sizes use and rely on Google Analytics for their web statistics. The problem is most of us don’t know how to properly leverage the true power of this immensely robust web statistics application. I will guide you through from setting up your account all the way up to custom dashboards, visitor segmentation, goal tracking, goal funnels and much more! Getting traffic to your website is one thing, but understanding what visitors want and need based on these statistics is an entirely different battle altogether. Come see how you turn more profit from your current and future website visitors! Bring lunch.
Instructor: Jeffrey Gross
CED 9563 B1 Meets: Saturday, April 2, 9:00am-3:00pm.
One Day Workshop Fee: $90
SPECIAL NOTE
• Receipt of your registration information ensures a seat in the course(s) you select on a space available basis. PLEASE REGISTER EARLY!
• We will send you a receipt with the course location map and a parking pass (for student/visitor parking only) by return mail.
• Non-credit Lifelong Learning classes are not applicable toward any college degree. They do not involve record-keeping, transcripts or certificates, except where noted.
If you have any questions, call 516.572.7472 or e-mail: ced@ncc.edu

Classes will not meet on Feb. 12-18, March 21-27, April 23-24

If you need to come to the Office of Workforce Development & Lifelong Learning, you must first secure a permit from our office in order to park in visitor lots.

DIRECTIONS TO THE CONTINUING EDUCATION OFFICE:
1. Take the Meadowbrook Parkway to the Stewart Avenue Exit (M-3)
2. Proceed to the first light which is Stewart Avenue (you will see the International Buffet in that corner)
3. Crossover onto Endo Boulevard (AKA Lifetime Brands Blvd)
4. At the end of Endo Boulevard, make a right onto Miller Avenue
5. Pass the parking lot and make a left turn onto East Road to the end
6. Office of Workforce Development & Lifelong Learning (355 East Road. Garden City, NY 11530) is the 3rd two story brick house from the end of East Road (on the right side)

REGISTRATION FORM

Last Name __________________________________________
Complete First Name __________________________________
Address _____________________________________________
City ___________________________ Zip ____________
Home Phone: ( ) ____________ Male ____________
Work Phone: ( ) ____________ Female ____________
Cell Phone: ( )
Birthdate: mm/dd/yyyy __ __/____/____ Are you a previous NCC Student? Yes No
*required*
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 8 weeks to be processed.

CREDIT CARD FOR PAYMENT OPTION—SEE INSTRUCTIONS BELOW
Credit Card Payment Option: 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 tuition charges shown on the accompanying Class Reservation Letter. 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: ___/___/____

The deadline for mailing in registration is: Wednesday, Feb. 24, 2016. Beyond deadline, please call for class availability.