NASSAU COMMUNITY COLLEGE

Continuing Education & Workforce Development

SUMMER 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

COMPUTER CLASSES

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
CED 217 C1 ON-CAMPUS COURSE Meets: Saturday, June 1, 10:00am-4:00pm.
Fee: $150

INTRODUCTION: MICROSOFT WINDOWS 10
In this 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. **ONE-DAY WORKSHOP. Bring lunch.**
Instructor: Himal Shrestha
CE9 642 C1 ON-CAMPUS COURSE Meets: Saturday, June 8, 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 **ONEDAY WORKSHOP** is a part lecture, part hands-on class.
Instructor: Jeremy Wong
CE9 577 C1 ON-CAMPUS COURSE Meets: Sunday, June 23, 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: Himal Shrestha
CE9 098 C1 ON-CAMPUS COURSE Meets: Saturday, June 15, 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: Himal Shrestha
CE9 137 C1 ON-CAMPUS COURSE Meets: Saturday, June 29, 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 C1 ON-CAMPUS COURSE Meets: Saturday, June 8, 10:00am-4:00pm.
CE9 099 C2 ON-CAMPUS COURSE Meets: Saturday, July 13, 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: Jordan Johnson
CE9 138 C1 ON-CAMPUS COURSE Meets: Saturday, June 22, 10:00am-4:00pm.
CE9 138 C2 ON-CAMPUS COURSE Meets: Saturday, July 20, 10:00am-4:00pm.
Fee: $150

INTRODUCTION: MICROSOFT POWERPOINT 365/2016/2019/2021
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. **ONE-DAY WORKSHOP. Bring lunch.**
Instructor: Edward Hom
CE9 136 C1 ON-CAMPUS COURSE Meets: Saturday, June 29, 10:00am-4:00pm. **Fee: $150**

HOW TO USE THE CLOUD
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 C1 ON-CAMPUS COURSE Meets: Saturday, July 20, 10:00am-1:00pm.
Fee: $75

HOW TO DECLUTTER YOUR DIGITAL LIFE
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 C1 ON-CAMPUS COURSE Meets: Saturday, June 15, 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. 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 C1 ON-CAMPUS COURSE Meets: Tuesday, July 9, 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 C1 ON-CAMPUS COURSE Meets: Tuesday, July 16, 6:30pm- 9:30pm.
Fee: $75

iPHONE 101
In this course you will learn how to efficiently operate an iPhone by using the default applications and hidden tools and features. Topics will include sending and receiving text messages, picture messages, emails, navigating the internet, managing an address book, creating notes, taking pictures, utilizing the calendar, and using an alarm clock. iPhone required with charging cable. **ONE-DAY WORKSHOP.**
Instructor: Himal Shrestha
CE9 780 C1 ON-CAMPUS COURSE Meets: Sunday, June 2, 10:00am-1:00pm.
Fee: $75

INTRODUCTION TO GOOGLE SUITE
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. Please be advised students must have a Gmail account for class. **ONE-DAY WORKSHOP. Bring lunch.**
Instructor: Edward Hom
CE9 714 C1 ON-CAMPUS COURSE Meets: Saturday, June 22, 10:00am-4:00pm.
Fee: $150

AUTOCAD INTRODUCTORY LEVEL
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 Dhurrani
CE9 217 C1 ON-CAMPUS COURSE Meets: Saturday, 9:00am-12:00pm.
Starts June 1 for 7 sessions.
Fee: $325

COMPUTER AND IDENTITY SECURITY
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, and how to secure personal information. **ONE-DAY WORKSHOP.**
Instructor: Jeremy Wong
CE9 322 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets: Sunday, June 9, 10:00am-1:00pm.
Fee: $75

CUTTING THE CABLE CORD
Ever thought about dropping your expensive bundle of cable/satellite television services? With a high-speed Internet service and right combination of television/hardware devices, you may be able to save money by switching to using the myriad of streaming services available today. Depending on your viewing habits and channels that you cannot live without, you may be able to save considerable money on your television services. This course will go through your options and the research required to help make your decision to cut the cord! **ONE-DAY WORKSHOP.**
Instructor: Tim Costello
CE9 759 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets: Sunday, June 23, 10:00am-12:00pm.
Fee: $60

Please visit our website for a full course listing,
WWW.NCC.EDU/CONTINUINGEDUCATION

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