

SUMMER 2023

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

CE9 217 C1 ON-CAMPUS COURSE Meets: Saturday, May 20, 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 3 for 7 sessions.

Fee: \$325

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.

ONE-DAY WORKSHOP. Bring lunch.

Instructor: Edward Hom

CE9 714 C1 ON-CAMPUS COURSE Meets: Saturday, June 17, 10:00am-4:00pm.

Fee: \$150

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 18, 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, July 16, 10:00am-12:00pm.

Fee: \$60



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: Tim Costello

CE9 780 C1 ON-CAMPUS COURSE Meets: Saturday, July 15, 10:00am-1:00pm.

Fee: \$75

INTRODUCTION TO QUICKBOOKS

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 Canavaciol

CE9 569 C1 ON-CAMPUS COURSE Meets: Tuesday, June 6 and 13, 6:30pm-9:30pm.

Fee: \$150

QUICKBOOKS II

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 Canavaciol

CE9 570 C1 ON-CAMPUS COURSE Meets: Tuesday, June 20 and 27, 6:30pm-9:30pm.

Fee: \$150

QUICKBOOKS SPECIAL FEATURES

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 Canavaciol

CE9 571 C1 ON-CAMPUS COURSE Meets: Tuesday, July 11, 6:30pm-9:30pm.

Fee: \$75

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: Thursday, June 29, 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: Thursday, July 13, 6:30pm- 9:30pm.

Fee: \$75



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