

SPRING 2021

REGISTER TODAY

for Continuing Education classes at Nassau Community College.

WE HAVE COURSES FOR YOU IN

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

Participating in any of these these workshops requires the use of a device with Zoom audio/video conferencing capability. It is recommended for computer classes that user have software on home device. For questions regarding computer access, please email ced@ncc.edu



COMPUTER CLASSES

MICROSOFT OUTLOOK 365/2016/2019 FOR BEGINNERS

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. Since this is a zoom session, it would be advised to have the Outlook application installed on the computer for the lab portion of the class.

Instructor: Jeremy Wong
CE9 577 R1 ZOOM COURSE Meets: Saturday, April 10, 10:00am-1:00pm.
Fee: \$60

INTRODUCTION: MICROSOFT WORD 365/2016/2019

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.

TWO-DAY WORKSHOP.
Instructor: Edward Hom
CE9 098 R1 ZOOM COURSE Meets: Wednesday, March 10 and 17, 6:00pm-9:00pm.
Fee: \$120

INTERMEDIATE: MICROSOFT WORD 365/2016/2019

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.

TWO-DAY WORKSHOP.
Instructor: Zachary Pournazari
CE9 137 R1 ZOOM COURSE Meets: Saturday, March 20 and 27, 10:00am-1:00pm.
Fee: \$120

ADVANCED: MICROSOFT WORD 365/2016/2019

Knowledge of Intermediate Microsoft Word (CE9 137) recommended. This workshop will allow you to automate Microsoft Word. Topics include advanced mail merging, customizing toolbars, working with organizational charts, text boxes, WordArt, watermarks, building blocks, and creating and executing macros. **TWO-DAY WORKSHOP.**

Instructor: Zachary Pournazari
CE9 147 R1 ZOOM COURSE Meets: Saturday, April 17 and 24, 10:00am-1:00pm.
Fee: \$120

INTRODUCTION: MICROSOFT EXCEL 365/2016/2019

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. **TWO-DAY WORKSHOP.**

Instructor: Edward Hom
CE9 099 R1 ZOOM COURSE Meets: Sunday, March 7 and 14, 10:00am-1:00pm.
Fee: \$120

INTERMEDIATE: MICROSOFT EXCEL 365/2016/2019

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.

TWO-DAY WORKSHOP.
Instructor: Imran Shaw
CE9 138 R1 ZOOM COURSE Meets: Saturday, March 27 and April 10, 10:00am-1:00pm.
Fee: \$120

ADVANCED: MICROSOFT EXCEL 365/2016/2019

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.

TWO-DAY WORKSHOP.
Instructor: Juan Hinojosa
CE9 148 R1 ZOOM COURSE Meets: Saturday, April 24 and May 1, 10:00am-1:00pm.
Fee: \$120

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 R1 ZOOM COURSE Meets: Wednesday, March 3, 6:30pm- 9:30pm.
Fee: \$60

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 R1 ZOOM COURSE Meets: Wednesday, April 14, 6:30pm-9:30pm.
Fee: \$60

INTRODUCTION: MICROSOFT POWERPOINT 365/2016/2019

Knowledge of Microsoft Windows recommended. This workshop will help you create effective electronic presentations using Microsoft PowerPoint. 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. **TWO DAY WORKSHOP.**

Instructor: Edward Hom
CE9 136 R1 ZOOM COURSE Meets: Wednesday, April 7 and 14, 6:00pm-9:00pm.
Fee: \$120

INTERMEDIATE: MICROSOFT POWERPOINT 365/2016/2019

Knowledge of Microsoft PowerPoint (CE9 136) recommended. This workshop allows you to build on the skills introduced in the Intro to Microsoft PowerPoint 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. **TWO-DAY WORKSHOP.**

Instructor: Zachary Pournazari
CE9 434 R1 ZOOM COURSE Meets: Saturday, May 1 and 8, 10:00am-1:00pm.
Fee: \$120

INTRODUCTION: MICROSOFT ACCESS 365/2016/2019

Access is Microsoft's powerful relational database. This class will cover basics of Access. The class will consist of creating tables and queries. **TWO-DAY WORKSHOP.**

Instructor: Juan Hinojosa
CE9 123 R1 ZOOM COURSE Meets: Saturday, March 6 and 13, 10:00am-1:00pm.
Fee: \$120

INTERMEDIATE: MICROSOFT ACCESS 365/2016/2019

Knowledge of Microsoft Access (CE9 123) 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.

TWO DAY WORKSHOP.
Instructor: Juan Hinojosa
CE9 146 R1 ZOOM COURSE Meets: Saturday, April 10 and 17, 10:00am-1:00pm.
Fee: \$120

ADVANCED: MICROSOFT ACCESS 365/2016/2019

Knowledge of Intermediate Microsoft Access (CE9 146) recommended. 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. **TWO-DAY WORKSHOP.**

Instructor: Juan Hinojosa
CE9 478 R1 ZOOM COURSE Meets: Saturday, May 8 and 15, 10:00am-1:00pm.
Fee: \$120

HOW TO USE ZOOM

NEW This workshop will teach you how to conduct synchronous (real-time audio and video) on-line meetings for business and personal use with Zoom. You will learn what computer

equipment and accessories to use, how to share your screens to display documents, PowerPoint presentations, web sites, annotations, and more. Also, Zoom security issues, solutions, and tips will be discussed. This workshop is a lecture only!

ONE-DAY WORKSHOP.
Instructor: Edward Hom
CE9 741 R1 ZOOM COURSE Meets: Sunday, March 21, 10:00am-12:00pm.
Fee: \$45

COMPUTER FOR BEGINNERS

This hands-on two-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.

TWO-DAY WORKSHOP.
Instructor: Edward Hom
CE9 217 R1 ZOOM COURSE Meets: Wednesday, February 24 and March 3, 6:00pm-8:00pm.
Fee: \$120



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WWW.NCC.EDU/CONTINUINGEDUCATION





ADVANCED: MICROSOFT ACCESS 2016 FOR WINDOWS (CE9 478 R1)

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.

ONE-DAY WORKSHOP.

Instructor: Juan Hinojosa

CE9 478 R1: Saturday, August 1, 10:00am-4:00pm.

Fee: \$120

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 ZOOM COURSE Meets: Saturday, March 27, 10:00am-1:00pm.

Fee: \$60



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. **TWO-DAY WORKSHOP.**

Instructor: Edward Hom

CE9 714 R1 ZOOM COURSE Meets: Sunday, April 11 and 18, 10:00am-1:00pm.

Fee: \$120



GOOGLE MEET CONFERENCING

Google Meet is used to demonstrate how to use video conference technology to keep you connected to people that are important to you or your business. Features used in the workshop include using a microphone

for audio, webcam for video, chat for messaging, adding your profile picture, recording for later viewing, and other features.

TWO-DAY WORKSHOP.

Instructor: Juan Hinojosa

CE9 743 R1 ZOOM COURSE Meets: Friday, March 12 and 19, 6:30pm-9:30pm.

Fee: \$120



INTRODUCTION TO SOCIAL MEDIA

Social media is the new way to share information, make connections, and communicate. This course will teach you why you need social media, what platforms are available, and how to build and maintain your social

presence. It will detail the most common social media platforms such as Facebook, Twitter, Instagram, Snapchat, TikTok, and LinkedIn. You will learn the advantages of each platform, how to setup accounts, and build your online presence. These workshops are lecture only!

TWO-DAY WORKSHOP.

Instructor: Michael Lee

CE9 746 R1 ZOOM COURSE Meets: Saturday, April 10 and 17, 10:00am-1:00pm.

Fee: \$120

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 R1 ZOOM COURSE Meets: Sunday, May 2, 10:00am-1:00pm.

Fee: \$60

SELLING ONLINE WITH ONLINE AUCTIONS AND OTHER SITES

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. **TWO-DAY WORKSHOP.**

Instructor: Juan Hinojosa

CE9 416 R1 ZOOM COURSE Meets: Friday, April 16 and 23, 6:30pm-9:30pm.

Fee: \$120

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 Durrani

CE9 217 R1 ZOOM COURSE Meets: Saturday, 9:00am-12:00pm for 7 sessions.

Starts March 6

Fee: \$250

MICROSOFT TEAMS CONFERENCING

Email may be quick and easy, but sometimes "face-to-face" meetings are critical. Learn about live web-based videoconferencing technology to keep your business connected "face to face" with clients. In this workshop, Microsoft Teams is used to demonstrate using videoconference technology to keep you connected to people that are important to you or your business. Features used in the workshop include using a microphone for audio, webcam for video, chat for messaging, adding your profile picture, recording for later viewing, and other features. **TWO-DAY WORKSHOP.**

Instructor: Juan Hinojosa

CE9 747 R1 ZOOM COURSE Meets: Friday, May 7 and 14, 6:30pm-9:30pm.

Fee: \$120



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WWW.NCC.EDU/CONTINUINGEDUCATION



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?

- | | |
|------------------------------------|---------------------------------|
| <input type="checkbox"/> TV | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Website | <input type="checkbox"/> Email |
| <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:** ____/____