



SUMMER 2019

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WE HAVE COURSES FOR YOU IN

- Computers
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MICROSOFT OFFICE

INTRODUCTION: MICROSOFT WINDOWS 10

In this one-day 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. Bring lunch.

ONE-DAY WORKSHOP.

Oscar F. Menendez

CE9 642 C1: Saturday, June 8, 10:00am-4:00pm.

Fee: \$120

INTERMEDIATE: MICROSOFT WINDOWS 10

In this one-day course, you will continue to learn how to increase your knowledge and skills on Microsoft Windows 10. Topics will include creating user accounts, configuring Windows such as passwords and default programs. It will also teach you how to install and uninstall programs, install peripherals such as a printer or scanner. Bring lunch.

ONE-DAY WORKSHOP.

Oscar F. Menendez

CE9 687 C1: Saturday, July 13, 10:00am-4:00pm.

Fee: \$120

INTRODUCTION: MICROSOFT WORD 2016 FOR WINDOWS

Knowledge of Microsoft Windows recommended. This workshop course 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. Bring lunch.

ONE-DAY WORKSHOP.

Edward Hom

CE9 098 C1: Saturday, June 15, 10:00am-4:00pm.

Fee: \$120

INTERMEDIATE: MICROSOFT WORD 2016 FOR WINDOWS

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

ONE-DAY WORKSHOP.

Gioia Chester

CE9 137 C1: Saturday, June 22, 10:00am-4:00pm.

Fee: \$120

ADVANCED: MICROSOFT WORD 2016 FOR WINDOWS

Knowledge of Intermediate Microsoft Word for Windows recommended. This workshop will allow you to automate Microsoft Word for Windows. Topics include advanced mail merging, customizing toolbars, working with organizational charts, text boxes, word art, water marks, building blocks, and creating and executing macros. Bring lunch.

ONE-DAY WORKSHOP.

Gioia Chester

CE9 147 C1: Saturday, July 13, 10:00am-4:00pm.

Fee: \$120

INTRODUCTION: MICROSOFT EXCEL 2016 FOR WINDOWS

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. Bring lunch.

ONE-DAY WORKSHOP.

Edward Hom

CE9 099 C1: Saturday, June 1, 10:00am-4:00pm.

CE9 099 C2: Saturday, July 6, 10:00am-4:00pm.

Fee: \$120

INTERMEDIATE: MICROSOFT EXCEL 2016 FOR WINDOWS

Knowledge of Introduction to Microsoft Excel for Windows 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. Bring lunch.

ONE-DAY WORKSHOP.

Juan Hinojosa

CE9 138 C1: Saturday, June 15, 10:00am-4:00pm.

CE9 138 C2: Saturday, July 20, 10:00am-4:00pm.

Fee: \$120

ADVANCED: MICROSOFT EXCEL 2016 FOR WINDOWS

Knowledge of Intermediate to Microsoft Excel for Windows 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. Bring lunch.

ONE-DAY WORKSHOP.

Juan Hinojosa

CE9 148 C1: Saturday, July 27, 10:00am-4:00pm.

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.

Anthony Canavaciol

CE9 572 C1: Tuesday, June 25, 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 (CE9572). 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.

Anthony Canavaciol

CE9 573 C1: Tuesday, July 30, 6:30pm-9:30pm.

Fee: \$60

INTRODUCTION: MICROSOFT POWERPOINT 2016 FOR WINDOWS

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. Bring lunch.

ONE-DAY WORKSHOP.

Edward Hom

CE9 136 C1: Saturday, June 22, 10:00am-4:00pm.

\$120

INTERMEDIATE: MICROSOFT POWERPOINT 2016 FOR WINDOWS

Knowledge of Microsoft PowerPoint recommended. This workshop allows you to build on the skills introduced in the Intro to Microsoft PowerPoint for Windows 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. Bring lunch.

ONE-DAY WORKSHOP.

Kleva Kosta

CE9 434 C1: Saturday, July 20, 10:00am-4:00pm.

Fee: \$120

INTRODUCTION: MICROSOFT ACCESS 2016 FOR WINDOWS

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

ONE-DAY WORKSHOP.

Juan Hinojosa

CE9 123 C1: Saturday, June 29 10:00am-4:00pm.

Fee: \$120

INTERMEDIATE: MICROSOFT ACCESS 2016 FOR WINDOWS

Knowledge of Microsoft Access 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. Bring lunch.

ONE-DAY WORKSHOP.

Juan Hinojosa

CE9 146 C1: Saturday, July 13, 10:00am-4:00pm.

Fee: \$120

ADVANCED: MICROSOFT ACCESS 2016 FOR WINDOWS

Knowledge of Intermediate Microsoft Access 2016 for Windows (CE9146).

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. Bring lunch.

ONE-DAY WORKSHOP.

Juan Hinojosa

CE9 478 C1: Saturday, August 3, 10:00am-4:00pm.

Fee: \$120



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WWW.NCC.EDU/CONTINUINGEDUCATION



The State University of New York

**MUSIC AND PHOTOS ON THE MAC**

This workshop is designed for those who want to get an introductory tour and learn how to use the Apple Music, iTunes, and Photos apps. Learn the different platforms available for music streaming and key elements of great photo editing, from quick fixes to fine adjustments.

Follow along as we discuss photo editing and sharing features. Topics include the basics of importing, downloading, streaming, navigating, playlists, searching, playing, sharing, editing, photos, videos, albums, and more. You may bring your own Apple device. This workshop is **LECTURE/DEMONSTRATION only!** Bring lunch.

ONE-DAY WORKSHOP.**Alvin Estrada****CE9 660 C1:** Sunday, July 28, 10:00am-4:00pm.**Fee: \$120****I-DEVICES AND THE MAC**

This workshop is designed for anybody wanting to get an introductory tour and learn how to buy/use the i-Devices and Macs on the market. Learn how to have your Apple devices communicate with each other. Acquire the basic skills needed to take advantage of the features these

products have to offer. Topics include the basics of navigating, getting organized, keeping your software up to date, customization, personalize your settings, learn awesome apps that are available and more. You may bring your own Apple device.

This workshop is **LECTURE/DEMONSTRATION only!** Bring lunch.

ONE-DAY WORKSHOP.**Alvin Estrada****CE9 659 C1:** Sunday, August 4, 10:00am-4:00pm.**\$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.

Zia Dhurrani**CE9 217 C1:** Saturday, 9:00am-12:00pm.**Starts June 1 for 7 sessions.****Fee: \$250****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. Bring lunch.

ONE-DAY WORKSHOP.**Juan Hinojosa****CE9 416 C1:** Saturday, June 8, 10:00am-4:00pm.**Fee: \$120****USING DATA SCIENCE AND ANALYTICS**

Knowledge of Introductory Statistics recommended This workshop will introduce Interesting real datasets to be analyzed, and how to extract insights or knowledge from that data. Bring lunch.

ONE-DAY WORKSHOP.**James Peluso****CE9 698 C1:** Saturday, June 15, 10:00am-4:00pm.**Fee: \$120****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.

Anthony Canavaciol**CE9 569 C1:** Tuesday, 6:30pm-9:30pm.**Starts June 4 for 2 sessions.****CE9 569 C2:** Saturday, June 29, 9:00am-4:00pm.**ONE-DAY WORKSHOP. Bring lunch.****Fee: \$90****QUICKBOOKS II**

Knowledge of Introduction to QuickBooks (CE9569) 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.

Anthony Canavaciol**CE9 570 C1:** Tuesday, 6:30pm-9:30pm.**Starts July 9 for 2 sessions.****CE9 570 C2:** Saturday, July 20, 9:00am-4:00pm.**ONE-DAY WORKSHOP. Bring lunch.****Fee: \$90****QUICKBOOKS SPECIAL FEATURES**

Knowledge of Introduction to QuickBooks (CE9569) and QuickBooks II (CE9570) 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.**Anthony Canavaciol****CE9 571 C1:** Tuesday, August 6, 6:30pm-9:30pm.**Fee: \$50****FIND US ON FACEBOOK!**

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The State University of New York



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?

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| <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:** ____/____