**FALL 2020**

**REGISTER TODAY**
for Continuing Education classes at Nassau Community College.

**WE HAVE COURSES FOR YOU IN**
- Computers
- Personal Interest
- and much more....

**MICROSOFT OUTLOOK 365/2016/2019 FOR BEGINNERS (CE9 577 R1)
Knowledge of Microsoft Windows recommended.
Participants will learn the essentials of Microsoft Outlook.
Topics include creating, editing and formatting Outlook e-mails, managing contacts, creating to-do lists, adding tasks, accessing the calendar, and creating and managing calendars.
**Fee: $120**
**TWO-DAY WORKSHOP.**
Instructor: Patricia Castillo Lucas
CE9 577 R1 Meets: Sunday, October 18 and 25, 10:00am-1:00pm.
Fee: $120

**MICROSOFT EXCEL 365/2016/2019 (CE9 148 R1)
Knowledge of Intermediate Microsoft Excel (CE9 138) recommended.
Topics include creating, editing and formatting, saving and printing data, creating basic charts, and using various features such as spell/grammar check, autocorrect, clip-art, and WordArt.
**Fee: $120**
**TWO-DAY WORKSHOP.**
Instructor: Edward Hom
CE9 148 R1 Meets: Saturday, October 31 and November 7, 10:00am-1:00pm.
Fee: $120

**MICROSOFT ACCESS 365/2016/2019 (CE9 123 R1)
Knowledge of Microsoft Access (CE9 099) recommended.
This workshop allows you to build on the skills introduced in the Intro to Microsoft Access course. Topics include creating and editing a form, designing a table, managing and entering data, entering and printing a report.
**Fee: $120**
**TWO-DAY WORKSHOP.**
Instructor: Juan Hinojosa
CE9 123 R1 Meets: Tuesday, October 6 and 13, 10:00am-1:00pm.
Fee: $120

**MICROSOFT POWERPOINT 365/2016/2019 (CE9 136 R1)
Knowledge of Microsoft Word recommended.
This workshop allows you to build on the skills introduced in the Intro to Microsoft PowerPoint course. Topics covered will 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 and techniques and utilizing technology to enhance your presentations will also be discussed.
**Fee: $60**
**TWO-DAY WORKSHOP.**
Instructor: Anthony Canavaciol
CE9 136 R1 Meets: Thursday, October 22, 6:30pm-9:30pm.
Fee: $60

**MICROSOFT OUTLOOK 365/2016/2019 FOR BEGINNERS (CE9 577 R1)
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.
**Fee: $120**
**TWO-DAY WORKSHOP.**
Instructor: Patricia Castillo Lucas
CE9 577 R1 Meets: Sunday, October 15, 10:00am-1:00pm.
Fee: $60

**ADVANCED: MICROSOFT WORD 365/2016/2019 (CE9 147 R1)
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.
**Fee: $120**
**TWO-DAY WORKSHOP.**
Instructor: Patricia Castillo Lucas
CE9 147 R1 Meets: Saturday, November 29 and December 6, 10:00am-1:00pm.
Fee: $120

**MICROSOFT POWERPOINT 365/2016/2019 (CE9 434 R1)
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 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 and techniques and utilizing technology to enhance your presentations will also be discussed.
**Fee: $120**
**TWO-DAY WORKSHOP.**
Instructor: Zachary Younanizar
CE9 434 R1 Meets: Sunday, November 22 and 29, 10:00am-1:00pm.
Fee: $120

**MICROSOFT ACCESS 365/2016/2019 (CE9 123 R1)
Access is Microsoft's powerful relational database. This class will cover basics of Access. The class will consist of creating tables and queries.
**Fee: $120**
**TWO-DAY WORKSHOP.**
Instructor: Juan Hinojosa
CE9 123 R1 Meets: Saturday, October 3 and 10, 10:00am-1:00pm.
Fee: $120

**MICROSOFT ACCESS 365/2016/2019 (CE9 146 R1)
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.
**Fee: $120**
**TWO-DAY WORKSHOP.**
Instructor: Juan Hinojosa
CE9 146 R1 Meets: Saturday, October 17 and 24, 10:00am-1:00pm.
Fee: $120
How to Use Zoom (CE9 741 R1)
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 Meets: Wednesday, October 7, 6:00pm-8:00pm.
Fee: $45

How to Access Digital Media on Your Electronic Devices (CE9 742 R1)
This workshop will teach you how to access free and paid digital e-magazines, e-books, e-music, e-audiobooks, and streaming videos on your electronic devices. This workshop is a lecture only.
 ONE-DAY WORKSHOP.
Instructor: Edward Hom
CE9 742 R1 Meets: Wednesday, November 4, 6:00pm-8:00pm.
Fee: $45

How to Declutter Your Digital Life (CE9 596 R1)
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.
 TWO-DAY WORKSHOP.
Instructor: Edward Hom
CE9 596 R1 Meets: Sunday, October 18 and 25, 10:00am-1:00pm.
Fee: $120

Computer For Beginners (CED 217 R1)
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: Julie Chang
CED 217 R1 Meets: Saturday and Sunday, October 3 and 10, 9:00am-12:00pm.
Fee: $120

Computer and Identity Security (CE9 322 R1)
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, antivirus 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 Meets: Sunday, October 18, 10:00am-1:00pm.
Fee: $60

Electronic Device Emergency Preparation (CE9 482 R1)
This workshop will teach you how to keep your phone, tablets, computers, and other electronic devices working during an emergency such as a hurricane, major storm, or when the power goes out. This workshop is a lecture only.
 ONE-DAY WORKSHOP.
Instructor: Edward Hom
CE9 482 R1 Meets: Sunday, November 15, 10:00am-1:00pm.
Fee: $60

Introduction to Google Suite (CE9 714 R1)
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: Juan Hinojosa
CE9 714 R1 Meets: Sunday, December 6 and 13, 10:00am-1:00pm.
Fee: $120

Google Meet Videoconferencing (CE9 743 R1)
Google Meet is used to demonstrate how to use 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 743 R1 Meets: Friday, October 9 and 16, 6:30pm-9:30pm.
Fee: $120

Introduction to Social Media (CE9 746 R1)
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 Meets: Saturday, November 7 and 14, 10:00am-1:00pm.
Fee: $120