



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

MICROSOFT CLASSES

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 4, 10:00am-1:00pm.

Fee: \$75

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: Zachary Pournazari

CE9 642 C1 ON-CAMPUS COURSE Meets: Saturday, June 3, 10:00am-4:00pm.

Fee: \$150

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: Zachary Pournazari

CE9 098 C1 ON-CAMPUS COURSE Meets: Saturday, June 10, 10:00am-4:00pm.

Fee: \$150

INTERMEDIATE: MICROSOFT WORD 365/2016/2019/2021

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.

ONE-DAY WORKSHOP. Bring lunch.

Instructor: Zachary Pournazari

CE9 137 C1 ON-CAMPUS COURSE Meets: Saturday, June 24, 10:00am-4:00pm.

Fee: \$150

EN ESPAÑOL INTRODUCCIÓN A MICROSOFT WORD 2013 365/2016/2019/2021

Esta clase le enseñará las destrezas necesarias para usar unos de los procesadores de palabras más populares en el mercado hoy. El curso incluye el crear, redactor, guardar, e imprimir documentos. No es necesario tener conocimientos previos en computación. Esta clase se dicta sólo en español.

Instructor: Israel González

CE9 421 C1 CURSO EN EL CAMPUS se imparte: Sábados, 2:15pm-5:15pm por 5 sesiones.

Inicio 3 de Junio.

Precio: \$200

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: Zachary Pournazari

CE9 138 C1 ON-CAMPUS COURSE Meets: Saturday, June 17, 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 24, 10:00am-4:00pm.

Fee: \$150

INTRODUCTION: MICROSOFT ACCESS 365/2016/2019/2021

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

ONE-DAY WORKSHOP. Bring lunch.

Instructor: Zachary Pournazari

CE9 123 C1 ON-CAMPUS COURSE Meets: Saturday, July 29, 10:00am-4:00pm.

Fee: \$150



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The State University of New York