

Appendix D **Spring 2017**

Upon completion of an Appendix D course you and your course instructor must fill out the Tuition Reimbursement form at this link:

<http://www.nyu.edu/content/dam/nyu/hr/documents/benefitsforms/TR3882Reimburse.pdf>

and follow the instructions at the bottom of the form.

Professional Skills

WRIT1-CE9053 Improving Writing Skills

February 23, 2017 – April 27, 2017

Self-paced

COURSE DESCRIPTION: As an unpracticed writer who lacks self-confidence, or as a writer whose skills may be a bit rusty, explore both the theory and practice of writing well. Learn to compose sentences clearly and concisely, to develop effective paragraphs, to design persuasive openings, to arrange facts and ideas logically, to increase a piece's coherence, and to edit and proofread written material. Student writing is read and reviewed by the instructor and used as a basis for class discussion.

WRIT1-CE9061 Professional Writing with Power

February 6, 2017 – May 1, 2017

Mondays, 6:30PM – 8:30PM, 10 Sessions

COURSE DESCRIPTION: This course is for those who are comfortable writing but want to draft memos, emails, reports, and brochures with greater impact and style. Good writers are in demand in almost every field, whether to write and edit documents in different media or simply to communicate well via email. Learn to cut away the dead language and bureaucratic excess that clog most business and professional writing. Find what needs to be said and express it in a memorable way.

SPCH1-CE9081 Speaking Without Fear

February 7, 2017 – April 4, 2017

Tuesdays, 6:45PM – 9:15PM, 8 Sessions

COURSE DESCRIPTION: Do your fears get the best of you when it comes to public speaking? Are you too intimidated to speak in front of even a small group? Anxiety can undermine self-confidence and can hinder professional and personal endeavors. Overcome the fear of public speaking with tried-and-true strategies that desensitize your fears and help you to perform well in spite of them. Learn how to use self-regulation and self-monitoring techniques to prepare remarks and to deliver them effectively. Have your presentations recorded, and then get constructive feedback from the instructor and the class.

SPCH1-CE9103 Interpersonal and Business Communications

February 6, 2017 – April 3, 2017

Mondays, 6:45PM – 9:15PM, 8 Sessions

COURSE DESCRIPTION: Understanding interpersonal differences and similarities within the workplace can be the difference between a breakdown and a break through when communicating on the job. Tone, body language, and subtle differences in word choice can have a dramatic impact on how colleagues interpret your meaning. Learn to recognize the crucial connection between what you say and how you say it. Explore the nuances of language for networking versus language for negotiations, appropriate body language for speaking to a group versus speaking one-on-one, and the proper tone voicemails and emailing in the world of work. Through discussion and role-play, develop strategies for successful verbal and nonverbal communication and interpersonal awareness.

BIZG1-CE9458 True Leadership: Managing Yourself and Others

February 27, 2017 – April 3, 2017

Mondays, 6:00PM – 8:30PM, 6 Sessions

Develop and adopt new leadership metrics for a higher standard of corporate stewardship. Learn to achieve inner calm and focus, to remain action-oriented, and to build vision by connecting with the needs of your business, your customers, and your employees. Translate leadership skills into your personal life for better decision-making and heightened success. Learn to cultivate the talents of others while holding people accountable for results. Gain the knowledge to inspire and to lead without ego.

IT Skills

INFO1-CE9903 Microsoft Access: Designing and Developing a Database

March 2, 2017 – March 30, 2017

Thursdays, 6:30PM – 9:30PM, 5 Sessions

COURSE DESCRIPTION: Build a Microsoft Access database, suitable for personal or small-business use, to store customer or product information or to hold contacts and marketing data. In class, review the keys to normalization and learn how to import Excel spreadsheets, use queries to access data, and create and format reports. This course then leads you from designing and building the database to adding and retrieving data. Gain the skills to create tables and to build a user interface and forms that allow users to quickly add, change, or retrieve data. Also, learn to use VBA to enhance the power of Access.

INFO1-CE9906 Excel: Essential Basics

May 2, 2017 – May 9, 2017

Tuesdays, 6:00PM – 9:30PM, 2 Sessions

COURSE DESCRIPTION: Gain a solid understanding of Excel's foundation, basic calculations, five most commonly used functions, and the order of operations. Other topics also covered in class include using find and replace text, number formatting, copying formulas with relative and absolute cell reference,

defining a name for a cell or for a range of cells, inserting rows, columns and sheets, copying and moving worksheets, and hide and un-hide rows and columns. Learn to use the unique, time-saving Excel autofill feature—the fill handle—to copy data, formulas, formats, and fill series. Various formatting techniques are introduced. By the end of this hands-on course, you will be able to create basic professional workbooks.

INFO1-CE9902 Excel: Advanced Tools and Techniques (Section 1)

April 6, 2017 – April 27, 2017

Thursdays, 6:30PM – 8:30PM, 4 Sessions

COURSE DESCRIPTION: Become an Excel power user and increase your efficiency and expertise in this key business application. Discover how to consolidate data across workbooks, control the type of data to be entered in a specific cell or range of cells, and create drop-down lists. Increase your knowledge by understanding how to use the advanced functions with emphasis on the most useful for all types of fields. Get familiar with Excel's powerful pivot table tool to analyze, summarize, and present data in reports and pivot charts, while using slicers as the dashboard for the displayed data. Learn to apply conditional formatting to your data so that you can instantly understand the trends in it. Save time by recording and running macros to automate tasks that you perform repetitively. Learn how to protect data in a worksheet, and much more.

Career/Personal Development

WPUB1-CE9100 From Writer to Reader: An Introduction to Book Publishing

February 7, 2017 – May 2, 2017

Tuesdays, 6:45PM – 8:45PM, 10 Sessions

COURSE DESCRIPTION: Follow a book from conception to completion, including submission by a literary agent; contract negotiations and acquisition by an editor; the editorial process; design and production; marketing, publicity, promotion, advertising, sales, special sales, and subsidiary rights sales; and distribution. Learn about the interplay of these different functions, and examine the importance of e-books, digital marketing, and digital sales in the publishing process. The primary focus of the course is on trade book publishing.

PHIL1-CE9105 Grant Proposal Writing

February 21, 2017 – April 4, 2017

Tuesdays, 6:30PM – 8:30PM, 6 Sessions

In this course, learn to analyze the strategies and processes of writing an effective proposal to a foundation, corporation, or individual. Examine the elements and characteristics of a successful proposal, including information gathering, organization, and budget review. This course helps you focus on writing clearly and tailoring your proposal to the prospective funder. Throughout the course, complete weekly written assignments, culminating in a prototype grant proposal.

Grad School Preparation

TPGP1-CE9115 GRE Preparation

February 15, 2017 – April 5, 2017

Wednesdays, 6:30PM – 9:30PM, 7 Sessions

COURSE DESCRIPTION: The GRE general test measures verbal, quantitative, and analytical writing abilities related to success in graduate-level education. This course prepares you for the GRE computer-based test through classroom instruction, practice in test-taking techniques, and a diagnostic test.

TPGP1-CE9131 Math Review for GRE-GMAT

February 9, 2017 – April 6, 2017

Thursdays, 6:45PM – 9:45PM, 7 Sessions

COURSE DESCRIPTION: If you are planning to take the GRE or GMAT but have forgotten much of what you learned in math over the years, this course is for you. Refresh your skills in arithmetic, algebra, and geometry, all of which are covered on the GRE and GMAT. Also, increase your understanding of the test-taking strategies offered in GRE and GMAT preparation courses.