

## **Appendix D** **Summer 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**

July 7, 2017 – July 26, 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**

June 7, 2017 – July 26, 2017

Mondays, 6:45PM – 9:15PM, 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**

June 6, 2017 – July 25, 2017

Tuesdays, 6:45PM – 9:15PM, 7 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.

### **BIZG1-CE9458 True Leadership: Managing Yourself and Others**

June 3, 2017 – June 17, 2017

Saturdays, 9:30AM – 2:30PM, 3 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**

June 8, 2017 – July 6, 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**

June 6, 2017 – June 8, 2017

Tuesday & Thursday, 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)**

July 20, 2017 – August 10, 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

### **HIGH1-CE9042 Hit Songwriting: Creating, Recording, and Marketing Your Music**

July 24-July 28

Monday-Friday, 9:00AM-5:00PM, 5 Sessions

**COURSE DESCRIPTION:** Are you thinking about a career in songwriting? This course is designed for both beginners and more advanced musicians, as well as for singers and lyricists. Taught by multi-Grammy Award nominee Larry Dvoskin, who has earned gold and platinum hit records collaborating with iconic music stars, this program guides you through the internal creative process of finding your unique signature as an artist, writing songs and recording them, and using the Internet and social media to market and promote your music. Songwriting topics covered will include analysis of timeless lyrics, tension and release structure in melody, and the most current and popular chord patterns and arrangements. Also, explore types of recording software, both digital and analog, and learn how to record on your home computer and how to find the right producer. This course also covers an overview of how to build relationships with managers, agents, publicists, DJs, producers, engineers, and record label executives—who all play critical roles in the lasting success of a career musician. Upon completion of the program, you will come away with at least one finished new or reworked song and a step-by-step strategic and creative plan to record and promote it. As an added bonus, this course may feature guest appearances by one or two recording stars.

### **LEGL1-CE9819 Managing Debt: Rights and Resources**

June 7, 2017

Wednesday, 6:00PM – 8:00PM, 1 Session

**COURSE DESCRIPTION:** Since the financial crisis of 2008, government agencies on both the local and federal levels have become much more aggressive in enforcing consumer rights as they relate to debt. You must know your rights, however, in order to take advantage of them. In this seminar, taught by an experienced bankruptcy attorney, you will learn about the laws and strategies available to help you manage, and often reduce, consumer debt obligations. Credit card debt, student loan debt, credit repair, foreclosure, eviction, and bankruptcy will be among the topics covered. Material will include case histories; plain-language discussions of relevant statutes and court decisions; helpful, ready-to-

use sample forms and letters; and contact information for free legal services and resources. Binders containing the information and resource material covered in class will be distributed.

### **PHIL1-CE9105 Grant Proposal Writing**

June 6, 2017 – July 18, 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**

May 31, 2017 – July 12, 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**

June 1, 2017 – July 13, 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.