

# COMPUTER SKILLS

Summer 2009

- **Adobe**
  - Photoshop
- **Microsoft**
  - Excel
  - Outlook
  - Powerpoint
  - Word
- **Windows**
  - Basics
  - Explorer
  - Efficiency
  - Overview
  - PC Tour
  - Tutorial

**EARLY REGISTRATION DISCOUNT  
BEFORE MAY 8TH**

**Call Continuing Education  
at 718.631.6343 to Register**

**The Office of Continuing Education  
Queensborough Community College**

THE CITY UNIVERSITY OF NEW YORK

222-05 56th Ave., Bayside, NY 11364-1497



Limited enrollment for CPX courses. Register early!  
Our Computer Labs utilize  
Windows XP & Office XP applications.

## FOR NEW USERS

### Computers Made Easy!

Introduction on the basic functions of a computer from getting logged on to discovering the mouse, using the keyboard, and surfing the world wide web. Microsoft Word document functions covered, including cutting & pasting, saving files and creating folders, organizing your desktop, and attachments from the world wide web.

CPX-505 3 sessions / \$65

TA Tues, 10am-noon, June 9-23

### PC Overview

Designed to introduce novices to all Windows and Microsoft software applications. Review of hardware devices that can be purchased as upgrades, installation, and customization to personalize your computer.

CPX-116 3 sessions / \$65

TP Tues, 5:15-7pm, June 9-23

### One-Half Step Beyond the Basics

(for Windows users)

*Mary F. Tomaselli, MLS*

If you've stopped to read the description of this course, then it's probably for you! Workshop instruction on topics you choose including learning your desktop, file/folder creation, changing fonts, inserting symbols, setting up & organizing your document page, creating headers & footers, adding & deleting toolbars and images (pictures), book-marking, formatting a document, changing settings in Windows Control Panel & the Start menu, setting up a table, etc Internet topics you want to lean more about, including the service/user interface, finding information using Google and keywords, saving Favorites or bookmarking, selecting/highlighting text, giving credit to sources, listening to music/radio, inserting pictures in e-mail, attaching pictures, documents in e-mail, downloading images or attachments, etc.

CPX-005 4 sessions / \$95

TP Tues, 12:15-2:15pm,  
June 9-30

## Computer Tutorial

Computers are integral to our daily lives, at work and home, yet the majority of PC users don't know enough to get the full benefits of their expensive machines. Resolve common issues that will save you hundreds of dollars on PC technicians. Understand your PC and its peripherals. Have more fun and get more done! Learn to:

- utilize hardware, software, peripherals (DVD's, internal & external hard drives, sound & video cards, motherboards, CD ROM drives, printers & scanners set up, cameras & video conferencing set up, PDA's)
- defend yourself against serious issues that paralyze your computer and network (definitions of virus, malware, spyware, adware protection)
- set up & utilize your email optimally
- develop proficiency in Windows operating system
- maximize Microsoft software applications
- Network with wired and/or wireless (NIC) cards, Cable, DSL, dial-up modems, routers, hubs, servers.

CPX-002 8 sessions / \$185

MP Mon, 1-3pm, June 1-July 20

## Windows Explorer: Finding Files & Folders

Learn to organize, copy, move, delete and retrieve information (documents, data, music, pictures) stored on your hard drive.

CPX-272 1 session / \$50

W Wed, 6:15-9:45pm, June 3

## Windows Efficiency

Become a Pro using the Windows platform! Learn the shortcut keys and techniques to streamline everything from your workflow to arranging and organizing files. *Prerequisite: Basic computer knowledge & Windows.*

CPX-118 2 sessions / \$85

M Mon, 6:15-9:15pm, June 1-8

## Adobe Photoshop: Essentials

Learn hands-on application of this industry-standard imaging software used by multi-media professionals for web pages, print/graphic design, and photography. Discover the basic and most useful techniques for all styles, whether you are a photographer interested in enhancing your photos or a graphic designer looking to create post cards. Topics include digital photo enhancement, preparing photos for optimal print quality, retouching photos, understanding layers and filters, selecting/extracting images, manipulating images, painting/drawing, layer masking and blending. Hands-on sessions involve weekly projects that will utilize your knowledge and artistic ability to create photo-realistic manipulations, photo-blending, professional-grade posters and restoring damaged photos.

CPX-414 8 sessions / \$175

W Wed, 6-7:45pm, June 3-July 22

## **FOR NEW USERS**

### **Microsoft Word for Windows**

With a hands-on approach, select menu commands; edit and copy. Learn formatting, fonts and attributes, paragraph handling (indenting, line spacing, alignment), bullets, numbering.

CPX-260 3 sessions / \$155

W Wed, 6:15-9:15pm, July 1-15

### **Microsoft Outlook**

Personal information management to organize e-mail, appointments, contacts, daily tasks. Create, share, and manage information. Learn to send e-mail containing text and attachments.

CPX-280 3 sessions / \$165

M Mon, 6:15-9:15pm, June 15-29

### **Microsoft PowerPoint**

Need to make an impressive presentation in front of a group? Step-by-step instructions to create, edit, print and file slides, outlines, speaker's notes, and handouts.

CPX-240 3 sessions / \$165

W Wed, 6:15-9:15 pm, June 10-24

### **Microsoft Excel**

Create, edit, save, print worksheets; construct formulas, columns, rows; format text and cells; learn copying; introduction to charts.

CPX-230 3 sessions / \$165

M Mon, 6:15-9:15pm, July 6-20

## **Many ways to register:**

### **EMAIL-IN QCCContinuingEd@qcc.cuny.edu**

Use Registration form with your signed MasterCard, VISA, Discover or Amex authorization.

### **FAX-IN 718.281.5538**

Use Registration form with your signed MasterCard, VISA, Discover or Amex authorization.

### **MAIL-IN**

#### **to the address indicated on Registration form**

Send registration form to address indicated — with your check or money order (including \$15 registration fee for free courses) payable to Queensborough Community College, or your credit card number.

### **PHONE-IN 718.631.6343**

It takes just 3 or 4 minutes using MasterCard, VISA, Discover or Amex. Please be patient if placed on hold due to volume of calls. Have all information ready for EACH student.

### **ONLINE REGISTRATION [cep.qcc.cuny.edu](http://cep.qcc.cuny.edu)**

Link to our programs to register and pay through credit card directly. Simple step-by-step process to register at any time, any place, 365 – 24/7.

For discounts, cash & check, money order, and voucher programs, please contact office directly at 718.631.6343 to register.

### **WALK-IN Library Building, Room 118P**

**DAYS:** Monday through Friday, 9am-4:45pm (Skip Dates 6/26; 7/3, 10, 17, 24, 31; 8/7)

**EVENINGS & SATURDAYS:** Not available during the summer.

### **WEB-DOWNLOAD [www.qcc.cuny.edu/ContEd](http://www.qcc.cuny.edu/ContEd)**

Visit our website and download the registration form in the Bulletin. Then just fax or mail-in per above!

### **SPECIAL DISCOUNTED PRICING for Summer 2009**

#### **10% for**

- Early Registration: May 8th for all programs except Kids College on May 22nd
- First Time (New) students with QCC Continuing Education
- QCC Alumni with ID Card

10% for courses less than \$150; 25% for courses over \$150

Note: Only one discount applicable per registrant. All discounts will be taken on tuition only.

### **PAYMENTS**

No partial payments accepted. Cash payments must be in person for exact amount.

### **PERSONAL CHECKS**

Only accepted ten days prior to class start date.

### **PURCHASE ORDER & VOUCHERS**

For Employee Training. Organizations enrolling staff for training and development purposes will be invoiced if a purchase order number is quoted. Not available online.

## **LOCATION**

Office of Continuing Education, Room L-118P  
Queensborough Community College  
222-05 56th Ave. (near Springfield Blvd.), Bayside, NY  
*Telephone: 718.631.6343*  
*Fax: 718.281.5538*

## **DIRECTIONS TO THE COLLEGE**

The campus is easily accessible by car from all parts of Queens and Long Island. It is just a few blocks north of the Springfield Boulevard exit on the Long Island Expressway, and immediately south of the Northern Boulevard exit on the Cross Island Parkway.

### **Subway and Bus Routes to Queensborough:**

From Flushing: Take Main Street Flushing Line (No. 7) to Main Street Flushing Station. Take Q27\* bus to Springfield Blvd. and 56th Ave. Walk east to campus.

From Jamaica: Take F train to 169th St. and Hillside Ave., then the Q30 bus via Horace Harding Blvd. to Springfield Blvd. Walk north to 56th Ave. and turn right to campus. You can also take the E, J, or Z trains to Sutphin/Archer station, then the Q30 bus from there.

From the Bronx: Take the Q44 bus to Main Street, Flushing. Transfer to the Q27\* bus and proceed to Springfield Blvd. and 56th Ave.

From Nassau County: The N-20, N-21 bus line from Nassau County stops at the corner of Northern Blvd. and 223rd St. (Cloverdale Blvd.). The bus makes stops in the towns of Glen Cove, Roslyn, Manhasset and Great Neck.

### Via City Bus from Queens high schools:

- From Francis Lewis H.S., take Q30 to Springfield Blvd.
- From Bayside H.S., take Q31 to 48th Ave. and transfer to Q27\*.
- From Van Buren H.S., take Q27\* along Springfield Blvd.
- From John Bowne H.S., take Q88 to 73rd Ave. and Springfield Blvd., and transfer to Q27\*.

\* The Q27 bus stops on the campus on weekdays only (Mon. - Fri.)

# QCC CONTINUING EDUCATION REGISTRATION FORM

First Name:  Male  Female

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Birth Date: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Day Phone: (    ) \_\_\_\_\_

Evening Phone: (    ) \_\_\_\_\_

COURSE	Session Letter(s)	Title	Tuition
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
		<b>Registration Fee</b>	<b>\$ 15.00*</b>

**Make checks payable to:** Queensborough Community College  
**and Mail to:** Office of Continuing Education, Room I-118P  
 Queensborough Community College, Bayside, NY 11364-1497

\* Payable one time per semester. \$25 Late Registration Fee  
 within 3 Full Business Days of course start date.

**PAYMENT METHOD:** Cash is processed by the Bursar's Office. To expedite registration, please use other payment methods.

Check     Bank Check or Money Order    Check # \_\_\_\_\_  
 VISA     MasterCard     AMEX     Discover    Card # \_\_\_\_\_    Exp. Date: \_\_\_\_\_

*Please include extra numbers found on back of card*

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COMMUNITY COLLEGE

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