

COMPUTER SKILLS

Fall 2009

- **Adobe**
 - Indesign
 - Photoshop
- **Microsoft**
 - Excel
 - Office Suite
 - Outlook
 - Powerpoint
 - Word
- **Windows**
 - New Users
 - Beginners

**Early Registration
Discount by September 9th**
Call to Register:
718.631.6343

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

THE CITY UNIVERSITY OF NEW YORK
222-05 56th Ave., Bayside, NY 11364-1497



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 4 sessions / \$95

TA Tues, 10am-noon, Nov. 3-24

Computers for Beginners Only!

If you've never touched a computer before, this course is for you! Learn the components, CPU, RAM, gigabytes, and monitor features. Learn how to use the mouse, modem, printer, hard disc, software and purchasing options.

CPX-010 2 sessions / \$65

WA Wed, 9:30am-noon, Oct. 7-14

Basic Introduction to Windows

Learn to work within the Windows operating system using the title, menu, and tool bars.

CPX-020 2 sessions / \$65

WA Wed, 9:30am-noon, Oct. 21-28

One-Half Step Beyond the Basics

(for Windows users)

If you've stopped to read the description of this course, then it's probably for you! One-on-one 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 learn 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. Previous students from Fall 2008 class are welcome to continue with this course.

CPX-005 5 sessions / \$115

WP Wed, 12:15-2:15pm,

Sept. 16, 30; Oct. 28; Nov. 11, and; Dec. 9

PC Tour: Boot Camp

Get De-Briefed on the Computer & Internet

Receive an overview and learn the major PC applications, including Windows, Word, Access, Excel, PowerPoint, and the Internet. Each week — another session of training!

CPX-115 6 sessions / \$195

M Mon, 6:15-9:30pm, Oct. 19-Nov. 23

Becoming Computer Savvy

This course is a primer to computers and is a fun way of learning basic computing. In a world where practically everything requires a computer and technology, learning computers can seem overwhelming to the novice who is surrounded by new terms and managing their lives. Participants will discover the practical side of computers while understanding computers through games and stories. Attain the do-it-yourself way of living a computer savvy life.

CPX-504 8 sessions / \$160

F Fri, 6:15-8:15pm, Oct. 2-Nov. 20

For Beginners

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

M Mon, 6:15-9:45pm, Oct. 5

Windows Efficiency

Become a Pro using the Windows platform! Learn to navigate and customize the windows desktop; discover the correct way to install and remove programs and devices (printers, cameras, etc.); efficiently organize, copy, move, delete and retrieve information (documents, data, music, pictures). Learn the shortcut keys and techniques to streamline everything from your workflow to arranging and organizing files. *Prerequisite: Basic computer knowledge and Windows class.*

CPX-118 2 sessions / \$85

W Wed, 6:15-9:15pm, Oct. 21-28

For Advanced Beginners

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

MW Mon & Wed, 6:15-9:15pm, Sept. 14-21

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

W Wed, 6:15-9:15pm, Sept. 23-Oct. 7

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 4 sessions / \$185

MW Mon & Wed, 6:15-9:15pm, Nov. 30-Dec. 9

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

W Wed, 6:15-9:15pm, Nov. 4-18

Microsoft Office Suite

Learn intermediate skills in Microsoft 2007 applications in Word, Excel, PowerPoint. Each 3-week session will consist of a module focusing on the following:

- **Word:** formatting techniques & template management (9/24-10/8)
- **Excel:** spreadsheet calculations & data filtering (10/15-29)
- **PowerPoint:** slide themes and animation techniques (11/5-19)

CPX-210 9 sessions / \$285

R Thurs, 6:15-9:15pm, Sept. 24-Nov. 19

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 9 sessions / \$185

W Wed, 6-8:45pm, Oct. 7-Dec. 16
(skip 10/14, 11/25)

Adobe InDesign

Introduction to the cutting-edge page layout application Adobe InDesign. Gain hands-on experience integrating text and images to digitally create a variety of publications from single page advertisements and flyers to multi-page newsletters. In addition to the InDesign interface, tools, and palettes, learn typographic and page layout principles to create visually stunning documents for print production.

CPX-407 4 sessions / \$155

T Tues, 6:15-8:45pm, Oct. 6-27

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

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 9/7, 28; 10/12; 11/26, 27; 12/24, 25, 31, and; 1/1, 18, 2010)

EVENINGS: Mondays & Wednesdays, 5-7pm September 14, 16, 21, 23.

SATURDAYS: September 26 & October 3.

WEB-DOWNLOAD www.qcc.cuny.edu/ContEd

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

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.

SPECIAL DISCOUNTED PRICING**10% at initial time of registration for:**

- Early Registration: September 9th for all classes including

Note: Only one discount applicable per registrant. All discounts will be taken on tuition only. Discount programs exclude 50+ Club members. Certain programs are exempt from discounts. Excludes on-line courses. Not applicable for web-based registration: must call the Continuing Education office @ 718.631.6343 for discounts.

QCC CONTINUING EDUCATION REGISTRATION FORM

Last Name: _____ First Name: _____ Male Female

Address: _____ Birth Date: _____

City: _____ State: _____ Zip: _____

Evening Phone: () _____ Day Phone: () _____ E-mail: _____

COURSE	Session Letter(s)	Title	Tuition
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
		Registration Fee	\$ 15.00*

** Payable one time per semester.*

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

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 # _____
 Charge: VISA MasterCard AMEX Discover Card # _____ Exp. Date: _____
Please include extra numbers found on back of card