GIS

XCA160 ARC GIS **Tuition $199.00**

Geographic Information Systems (GIS) enhance data presentation and facilitate analysis of information tied to a geographic location. This mapping technology has applications to a broad range of disciplines and career fields, including environmental and community planning, marketing, law enforcement, health care services, business and government management. This course will cover the basic GIS concepts and capabilities that will allow you to create maps, classify data and organize it to generate reports. Students must purchase the text *ArcGIS 9: Using ArcGIS Desktop* by ESRI. (ISBN 978-1-58948-167-1) (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99625	Ammerman	Monday	11/2-11/23	6:00pm-10:00pm	Smithtown Bldg., 118

COURSES TO AID VOCATIONAL PURSUITS

PRESENTATION SKILLS

XBM142 IMPROVING YOUR PRESENTATION SKILLS **Tuition $108.00**

Learn how to develop and deliver effective presentations. Public speaking and presenting are often cited as major personal fears. Yet, these skills are essential to success today. In addition to knowing your audience and content material, you must also know how to use technology to support your presentation. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99626	Grant	Monday	10/5-10/26	6:30pm-9:30pm	Sally Ann Slacke Ctr.

WRITING

XBM106 BUSINESS GRAMMAR FOR THE BUSY PROFESSIONAL **Tuition $81.00**

Are you spending too much time at work worrying about your grammar and punctuation? Do you fret over the difference between it's and its in a memo to your boss? Do you know why the next sentence is wrong? While writing a memo, the phone rang. English usage is not rocket science. You can review the basics in this three-session course – and maybe even learn a fine point you can use with pride in your professional writing. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99627	Ammerman	Wednesday	11/4-11/18	6:00pm-9:00pm	Southampton Bldg., 227

XBM103 EFFECTIVE BUSINESS WRITING **Tuition $48.00**

Written Communication is an important skill that everyone can master. This course will cover the basics of written communication. These skills are essential to a student's academic success. (1 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99783	Ammerman	Saturday	11/7	9:00am-1:00pm	Southampton Bldg., 113

XEG100 CREATIVE WRITING FOR FICTION AND NON-FICTION WRITERS **Tuition $185.00**

Beginning and advanced writers are invited to participate in a course covering fiction, memoirs, short story or essay collections. Published and non-published writers are welcome. Helpful group support and critiquing, editing advice, plus marketing ideas. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99628	Ammerman	Saturday	10/3-11/21	1:30pm-4:00pm	Southampton Bldg., 125

XEG104 INTRODUCTION TO WRITING FOR CHILDREN'S BOOKS **Tuition $165.00**

Get yourself launched with the help of an experienced author/illustrator. With picture book, easy reader, middle grade and young adult formats, you can find the genre that works for you while you improve your writing skills. Classes include discussion of published books, agents, illustration, editors and manuscript submission. Writing exercises are graded to the level of interest of the class, and critiquing is done in an encouraging atmosphere. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99629	Ammerman	Wednesday	9/9-10/21	7:00pm-10:00pm	Southampton Bldg., 118

*Course Carries Student Accident Insurance Fee of $9.50