XSC130 PREPARATION FOR ORGANIC CHEMISTRY **Tuition $249.00**

This course is designed to provide college STEM students with the basics of organic chemistry. Topics to be covered include organic acid/base chemistry, functional groups, molecular orbital theory, Lewis structures, valence shell electron pair repulsion theory (VSEPR), hybridization theory, resonance, and organic nomenclature. These topics will provide students with a basic understanding of molecular structure, and challenge them to develop the critical abstract thinking skills needed for this discipline. Students are required to purchase the textbook *Organic Chemistry Prep.* by Veljko Dragojlovic. (ISBN 978-1478287612) Prerequisite: High school chemistry. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97524	Ammerman	Mon-Fri	8/26-8/30	5:30pm-9:30pm	Southampton Bldg., 229

XSC126 ESSENTIAL REVIEW FOR ANATOMY & PHYSIOLOGY NEW COURSE **Tuition $45.00**

This course is designed for students registered for BIO132 (A&PII) who need to review the essentials of BIO130 (A&PI). The course will cover a basic review of anatomy, including major tissue types, body cavities, body membranes, skeletal muscle physiology, cellular respiration, and relevant histology. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97525	Grant	Tu/Th	8/27-8/29	6:00pm-9:30pm	Sally Slacke Ctr., 105

COMPUTER COURSES

Students are required to bring a USB flash drive with a minimum of 1GB storage to all computer classes.

BASIC COMPUTER SKILLS

XCO115 INTRODUCTION TO COMPUTING **Tuition $175.00**

Learn about the internet, hardware, software, and basic computer operations that help students meet their educational objectives. Become acquainted with Windows and Microsoft Office components including Word, Excel, and PowerPoint. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97526	Ammerman	Wednesday	9/4-10/9	6:00pm-10:00pm	Smithtown Bldg., 118

XCO105 BASIC KEYBOARDING AND COMPUTER SKILLS **Tuition $85.00**

This course provides keyboarding, practice, and general computer operating instructions so that students can use the computer to complete their coursework. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97553	Grant	Tu/Th	8/27-9/3	6:00pm-9:40pm	Sally Slacke Ctr., 116
97554	Ammerman	Saturday	9/7-9/21	9:00am-1:00pm	Riverhead Bldg., 206

XCO111 INTRODUCTION TO COMPUTERS FOR THE RETURNING STUDENT **Tuition $135.00**

This course introduces the non-traditional student to hardware, software, and basic computer operations. Learn how to use the mouse, work within the Windows operating system, and launch an application for academic and personal pursuits. (5 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97555	Eastern	Thursday	9/5-10/3	1:00pm-4:00pm	Orient Bldg., 209

WINDOWS

XCO116 COMPUTER ORIENTATION AND WINDOWS **Tuition $85.00**

This course familiarizes students with the basic operation of the computer, the Windows interface, the use of the mouse and storage, and program management. This course will cover managing files, manipulating the Windows environment, and utilizing Windows to move between applications. Students will be taught how to configure Windows for their use, as well as how to use some of the utility programs that come with Windows. (2 meetings) (0.8 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97556	Ammerman	Wed/Th	9/4-9/5	6:00pm-10:00pm	Riverhead Bldg., 206

MICROSOFT OFFICE SUITE

XCA135 INTRODUCTION TO MICROSOFT OFFICE **Tuition $135.00**

Learn how to use the popular Microsoft Office package that includes Word (word processing), Excel (spreadsheet), and Access (database management). (4 meetings) (1.5 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97557	Ammerman	Thursday	9/5-9/26	6:15pm-10:00pm	Riverhead Bldg., 219