QUICKBOOKS

XCF100 INTRODUCTION TO QUICKBOOKS **Tuition $179.00**

This is an introductory course that covers setting up a small business accounting management system using best-selling software. Learn how to set up your employee, customer, and vendor lists; manage your inventory; prepare invoices; pay bills; and create reports.
Prerequisite: XCO116 or equivalent knowledge. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97544	Ammerman	Monday	9/9-9/30	6:15pm-10:00pm	Smithtown Bldg., 118
97545	Ammerman	Saturday	9/7-9/28	9:00am-12:45pm	Smithtown Bldg., 118
97546	Eastern	Thursday	9/5-9/26	6:15pm-10:00pm	Orient Bldg., 209

XCF200 INTERMEDIATE QUICKBOOKS **Tuition $179.00**

This course continues the study of QuickBooks. Learn how to track customers, sales, vendors, and expenses. Budgeting, forecasting, and reporting will also be covered.
Prerequisite: XCF100 or equivalent knowledge. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97547	Ammerman	Monday	10/7-10/28	6:15pm-10:00pm	Smithtown Bldg., 118
97548	Ammerman	Saturday	10/5-10/26	9:00am-12:45pm	Smithtown Bldg., 118
97549	Eastern	Thursday	10/3-10/24	6:15pm-10:00pm	Orient Bldg., 209

PROGRAMMING AND SCRIPTING

XCP103 JAVA PROGRAMMING BASICS **Tuition $175.00**

Learn the programming fundamentals of Java. This course will include object-oriented programming concepts, Java applications and applets. Prerequisite: Prior programming experience. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97552	Grant	Monday	11/25-12/16	6:15pm-10:00pm	Sally Slacke Ctr., 117

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
97573	Ammerman	Monday	10/7-10/28	6:30pm-9:30pm	Riverhead Bldg., 213

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
97574	Sayville	Wednesday	11/6-11/20	6:00pm-9:00pm	311

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, and short story or essay collections. Published and non-published writers are welcome. This course will provide helpful group support and critiquing, editing advice, and marketing ideas. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97575	Ammerman	Saturday	9/7-10/26	1:30pm-4:00pm	Southampton Bldg., 233
97576	Eastern	Saturday	9/7-10/26	9:30am-12:00pm	Shinnecock Bldg., 216