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
97577	Ammerman	Wednesday	9/4-10/9	7:00pm-10:00pm	Riverhead Bldg., 213

MANAGEMENT AND LEADERSHIP SKILLS

XBM191 PRACTICAL AND LEGAL ASPECTS OF OPENING A SMALL BUSINESS NEW COURSE **Tuition $65.00**

This course delivers important aspects for consideration when opening a small business. Topics covered include: types of ownership, leases, franchise vs. independent business, foundation for company practices and employment issues. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97651	Ammerman	Tuesday	10/15-10/29	6:00pm-8:00pm	Riverhead Bldg., 221

XBM213 FACILITATION SKILLS Tuition $175.00

Learn how to lead meetings and brainstorming sessions while building consensus. This introductory course includes the proven approach and technique to successful facilitation. It includes setting ground rules, motivating and managing, consensus building, problem solving, evaluation, and implementation planning. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97578	Sayville	Wednesday	9/4-9/18	6:00pm-9:20pm	308

XBM214 PROBLEM-SOLVING AND TEAM BUILDING Tuition $54.00

Learn how to construct a solid framework and develop strategies for long-range vision and problem-solving, while serving as a member of a team. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97579	Sayville	Wednesday	10/23	6:00pm-9:00pm	311

XBM320 PROJECT MANAGEMENT Tuition $299.00

This is a first course in project management for students with no prior-related education or experience. Students completing this class will learn project management methodology, techniques, and best practices that can be applied immediately in the workplace. The course will cover ProjectScope, schedule, budget, human resources, communications, quality risk, contracts, integration, and stockholder management. Completion of this class will fulfill the Project Management Institute's (PMI) educational requirement to be able to sit for the Certified Associate in Project Management (CAPM) Exam. Students must purchase the text *A Guide to the Project Management Body of Knowledge: PMBOK Guide, 6th Edition* by Project Management Institute.
(ISBN 978-1628253825) (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97589	Sayville	Thursday	9/5-10/10	6:00pm-10:00pm	319

XBM260 LEAN SIX SIGMA NEW COURSE **Tuition $159.00**

This course will introduce the student to the Lean Six Sigma method for improving customer value, reducing defects in production, and eliminating waste. Quality management tools such as Value Stream Mapping, Cause and Effect Diagramming, Statistical Process Controls, and Kanban will be taught and explored through practical applications. This course serves as an introduction to Lean Six Sigma – no previous knowledge or experience is required. Students completing this course will be prepared for an optional Lean Six Sigma Yellow Belt Certification. This course also provides a springboard for further study toward more advanced Green and Black Belt certifications. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97581	Grant	Saturday	9/28-11/16	9:00am-10:30am	Sally Slacke Ctr., 105

XBM144 CONFLICT MANAGEMENT Tuition $95.00

Learn how to manage conflict productively using role playing, small group exercises, and class discussions. After this workshop, you will be able to: 1) recognize and define conflict; 2) compare and contrast the four major conflict styles; 3) recognize personality types with which you may clash; 4) develop specific strategies for managing conflict and; 5) develop communication skills for managing conflict. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97580	Grant	Wednesday	10/2-10/9	9:00am-12:00pm	Sally Slacke Ctr., 105