XBM212 THE BASICS OF SUPERVISION **Tuition $135.00**

Explore how to best support and manage a team through communication, motivational principles, problem-solving and decision-making, and positive discipline and reward. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97582	Grant	Thursday	10/3-10/24	9:00am-12:00pm	Sally Slacke Ctr., 105

XBM107 MANAGEMENT AND LEADERSHIP **Tuition $185.00**

Leadership in the workplace refers to the ability to guide others toward institutional goals. Learn why leadership is important; how to identify various leadership strategies; how to employ motivational strategies and problem-solving techniques; and the importance of team building. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97583	Grant	Tuesday	10/15-10/29	9:00am-12:00pm	Sally Slacke Ctr., 105

XBM340 PROFESSIONAL SELLING SKILLS **Tuition $145.00**

This course will cover the basic principles of professional selling skills. You will learn the techniques for building comfort, rapport, and trust when meeting with prospects. You will also learn how to use proven questioning skills to uncover buyers' wants and needs, and how to position your offering as a solution to their wants and needs. Finally, you will learn how to overcome last minute objections and how to effectively close a deal. At the end of this course you will be proficient at selling solutions that provide real value, both to the customer and to your business. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97584	Ammerman	Saturday	10/5-10/19	9:00am-12:00pm	Riverhead Bldg., 213

IMPORT / EXPORT

XBM113 GOING INTO THE IMPORT/EXPORT BUSINESS **Tuition $99.00**

Learn how to choose product lines, identify target markets, find customers, organize a distribution network, prepare a business plan, ensure prompt payment, arrange international transportation and insurance, prepare simple agreements, cope with fluctuating exchange rates, adapt products and prices to target market conditions, and familiarize yourself with U.S. Customs Regulations. Learn how to use the internet to access trade information from the Department of Commerce. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97585	Ammerman	Saturday	9/14	9:00am-5:00pm	Southampton Bldg., 226

REAL ESTATE

XRE103 75-HOUR REAL ESTATE SALESPERSON COURSE **Tuition $499.00**

Prepare for the New York State Real Estate Salesperson's Examination with this mandatory 75-hour license qualifying course. Topics include license law and regulations, law of agency, real estate instruments, estates and interests, real estate financing, land use regulations, construction, valuation, human rights issues, fair housing law, real estate mathematics, and environmental issues. Students will be required to purchase the textbook *New York Real Estate for Salespersons, 6th Edition* published by OnCourse Publishing (ISBN 978-1-62980-025-7). **Please note: missing more than two class meetings will result in a withdrawal from the program.** 75 hours plus final examination. Class will not meet 10/8, 11/28. (20 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97586	Ammerman	Tu/Th	10/1-12/12	6:00pm-10:00pm	Riverhead Bldg., 207

VOICE OVER

XBM141 VOICE OVER **Tuition $45.00**

Voice-overs are hot today! You'll learn about an exciting, new way to get around the competition and actually turn voice-overs into a thriving full- or part-time business! The instructor will discuss the voice-over business as a whole, the numerous opportunities, the all-important "demo" and the incredible income potential. You'll step up to the mic and do some practice recording, and best of all, you'll hear the results! (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97587	Ammerman	Saturday	9/28	10:00am-12:00pm	Southampton Bldg., 225
97588	Ammerman	Tuesday	11/12	5:00pm-7:00pm	Southampton Bldg., 229