

INDIAN LANDCORPORATE & CONTINUING EDUCATION

Spring 2017 Course Schedule



Formatting Documents in Word	XAOT-516-001	2/3-2/3	8:30am-12:30pm	F	\$79
Project Planning in Excel	XAOT-512-001	3/3-3/3	8:30am-12:30pm	F	\$79
Cloud Storage With Google Docs	XAOT-513-001	4/7-4/7	8:30am-12:30pm	F	\$79
PowerPoint Presentation Tips	XAOT-515-001	5/5-5/5	8:30am-12:30pm	F	\$79
First Year Sales: Real Estate Pre License	XREA-504-001	1/10-2/9	6:00pm-10:00pm	T-Th	\$489
First Year Sales: Real Estate Pre License	XREA-504-002	2/13-2/23	8:30am-5:30pm	M-Th	\$489
Advanced Principles in Real Estate	XREA-502-001	2/13-2/24	6:00pm-9:00pm	M-F	\$299
Advanced Principles in Real Estate	XREA-502-002	3/13-3/17	8:30am-3:30pm	M-F	\$299
Broker A - Broker Management	XREA-501-001	3/27-3/30	8:30am-5:30pm	M-Th	\$289
Property Management	XREA-503-002	3/6-3/29	6:00pm-10:00pm	MW	\$289
Project Management Fundamentals	XBUS-506-001	3/8-3/9	9:00am-4:00pm	WTh	\$399
Foundations of Leadership	XBUS-500-001	2/2-3/16	9:00am-12:00pm	Th	\$579
Survival Skills for New Supervisors	XBUS-507-001	2/14-2/14	8:00am-12:00pm	T	\$199
Survival Skills for New Supervisors	XBUS-507-002	4/13-4/13	1:00pm-5:00pm	Th	\$199
Professionalism in the Workplace	XBUS-505-001	1/26-1/26	9:00am-12:00pm	Th	\$79
Professionalism in the Workplace	XBUS-505-002	3/14-3/14	9:00am-12:00pm	T	\$79
Becoming a Customer Service Star	XBUS-516-003	2/15-2/15	9:00am-4:00pm	W	\$179
Becoming a Customer Service Star	XBUS-516-001	4/6-4/6	9:00am-4:00pm	Th	\$179
Communicating for Success	XBUS-517-001	2/8-2/8	9:00am-4:00pm	W	\$179
Communicating for Success	XBUS-517-002	4/26-4/26	9:00am-4:00pm	W	\$179
Understanding Your Work Style with Disc	XBUS-508-001	1/19-1/19	1:00pm-4:30pm	Th	\$149
Understanding Your Work Style with Disc	XBUS-508-002	3/23-3/23	8:30am-12:00pm	Th	\$149
Understanding Your Work Style with Disc	XBUS-508-003	5/2-5/2	8:30am-12:00pm	T	\$149
Essential Interviewing Skills	XBUS-512-001	3/22-3/22	8:30am-4:30pm	W	\$199
Facilitating With Impact	XBUS-513-001	4/27-4/27	8:30am-4:30pm	Th	\$199
Working Through Conflict	XBUS-514-001	5/10-5/10	8:30am-12:00pm	W	\$79
SHRM Essentials of HR Management	XMGT-502-001	2/22-2/23	9:00am-4:00pm	WTh	\$599
Business Writing Essentials	XBUS-518-001	2/1-2/1	9:00am-4:00pm	W	\$169
Business Writing Essentials	XBUS-518-002	4/12-4/12	9:00am-4:00pm	W	\$169
Business Accounting Fundamentals	XBUS-519-001	1/25-1/25	8:00am-4:00pm	W	\$199
Business Accounting Fundamentals	XBUS-519-002	4/26-4/26	8:00am-4:00pm	W	\$199