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Explore different areas of interest with a wide selection of non-credit classes.

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- *Conversational Mandarin*
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Online Learning taken from the comfort of your office or home at a time that meets your schedule. www.ed2go.com/mbcc

Contact:

Sjordan@massbay.edu

Sharyn Jordan 508-270-4103

Corporate & Community Education

Non-Credit Courses



CAREERS IN HEALTHCARE

HYBRID-PHARMACY TECHNICIAN CERTIFICATE

70% Online & 30% Classroom. Proctored mid-term and final exams. Face to face review sessions, labs and calculations training and online forums.

Target Audience: Pharmacy students, Pharmacy Technicians and anyone interested in the healthcare field.

Course Overview: To teach students the fundamentals and particulars of being a pharmacy technician. The course covers prescription processing, medication and disease state overview, pharmacy calculations & abbreviations, hands on compounding, admixture experience, multi-media learning, basic physiology, drug interactions and preparation for the certification exam (PTCB & ExCPT).

Requirements: High school diploma or equivalent (10th grade math level)

Outcomes: Industry certification by the Pharmacy Technician Certification Board PTCB; MA State approved course

Wellesley campus \$1,550

5801 CU147 801 WED 9/7-1/11 6-9:30pm

INFORMATION SESSION 8/24 6:30PM WELLESLEY CAMPUS

CPR TRAINING

All healthcare professionals should maintain their CPR training. Participants must purchase the **American Heart Association Basic Life Support** text and a **pocket face mask** at the Framingham bookstore. Please read entire text prior to class. Wear appropriate clothing. **1 day Framingham campus**

Full CPR Initial Training \$75

3088	CU 104 302	SAT	9/10	8am-2pm
5366	CU 104 303	SAT	9/24	8am-2pm
5368	CU 104 304	SAT	10/15	8am-2pm
2168	CU 104 305	SAT	10/29	8am-2pm
5474	CU 104 306	SAT	11/5	8am-2pm

CPR Renewal Training \$50

2792	CU 103 301	THU	10/6	5-9pm
5534	CU 103 302	THU	11/3	5-9pm

MEDICAL TRANSCRIPTION EDITOR (Online Training)

The Medical Transcription Editor online training program helps students develop the knowledge and skills of quality medical transcriptionists in addition to the specialized skill set of medical transcription editors. The demand for well-trained medical transcription editors is rapidly increasing, and this program prepares students for both career paths, making them more flexible after graduation. Students focus on keyboarding, medical terminology, language and grammar, and the editing skills required to work with speech recognition technology.

AHDI approved program (Association of Healthcare Documentation Integrity). Graduates also receive an employer recognized certificate from *Career Step*

MEDICAL ADMINISTRATIVE ASSISTANT (Online Training)

The Medical Administrative Assistant online training program helps students gain the specialized skills and business knowledge needed to successfully manage the day-to-day administration of a medical facility. Students learn how to effectively manage front desk reception, patient scheduling, insurance and billing, practice finances, and more. Upon graduation, students will be prepared to enter the workforce and pass the Certified Medical Administrative Assistant exam (CMAA). The program's online platform provides 24/7 access to the curriculum.

INFORMATION SESSION WEDNESDAY OCTOBER 5TH 6PM

The information session will include a discussion of the medical transcription editor program and medical administrative assistant program along with the attractive career opportunities for trained professionals in each field. Prospective students will have the chance to ask questions about the fields and the training programs. Come hear about the opportunities and learn how you can receive a free laptop or text books as part of your enrollment. This program does come with job placement assistance.

ENHANCED READING METHODS FOR HEALTH PROFESSION STUDENTS

The online hybrid course is designed to prepare students who are interested in MassBay's Health Profession Programs to perform to the best of their abilities on the college's Reading Assessment Test. The course assists students in reading for specific details, identifying main ideas, determining an author's purpose, making inferences, and identifying relationships among ideas. Permission required by the Associate Director of Advising. 9 wks Wellesley campus \$150

2058 WK 185 300 WED 10/19-12/14 4-6pm

CORE MATHEMATIC SKILLS

This course is for students planning on continuing their education who need to review basic math to prepare for the College Placement Test. The course will cover whole numbers and place value, adding and subtracting, multiplying and dividing, fractions, ratios and percents. Workbook Required. *6wks Framingham campus \$299*

2468 AP119 300 T/TH 9/20-10/27 6:30-8:30PM

LANGUAGE SKILLS**ESL BEGINNER**

The class is for students with limited English experience. The course will cover the basics of understanding English through reading, writing, speaking and listening activities. The class will provide a solid foundation to develop basic language skills. *10wks Framingham campus \$275*

3096 AP 120 300 T/TH 9/13-11/17 6-9PM

ESL HIGH BEGINNER

Emphasis will be placed on increasing verbal skills, building vocabulary, listening with basic comprehension and responding in writing to written and oral questions, following simple oral directions and common conversational patterns. *10wks Framingham campus \$275*

5757 AP 121 300 T/TH 9/13-11/17 6-9PM

ESL INTERMEDIATE

This course reviews basic word order and simple tenses. It introduces the student to a variety of higher level grammatical construction with emphasis on reading, writing and vocabulary building. The course will focus on academic listening, comprehension and oral reporting. *10 wks Framingham campus \$275*

5702 AP 122 300 T/TH 9/13-11/17 6-9PM

ESL HIGH INTERMEDIATE

This course reviews a variety of higher level grammatical construction with emphasis on reading, writing and vocabulary building. The course will focus on academic listening, comprehension and oral reporting. *10 wks Framingham campus \$275*

5816 AP 123 300 T/TH 9/13-11/17 6-9PM

ESL ADVANCED A: PATHWAY TO COLLEGE

This course is geared toward English language learners who want to prepare to go college. Each session will offer a variety of activities including reading, speaking, listening and writing. Each session will include a grammar component and follow up quiz to assess understanding. *10wks Framingham campus \$275*

2374 WK 205 300 T/TH 9/13-11/17 6-9PM

ESL ADVANCED B: PATHWAY TO WORK

This course is geared toward English language learners who want to prepare for the workplace. Each session will offer a variety of activities including reading, speaking, listening and writing. Each session will include a grammar component and follow up quiz to assess understanding. *10wks Framingham campus \$275*

5815 WK 206 300 T/TH 9/13-11/17 6-9PM

TOEFL PREPARATION (TEST OF ENGLISH AS A FOREIGN LANGUAGE)

TOEFL measures the ability of nonnative speakers of English to use and understand English as it is spoken, written and heard in college and university settings. TOEFL Prep prepares you to take the IBT (Internet-based) TOEFL test. You will study: writing, reading, speaking and listening. You will learn what to expect on the test and practice answering questions similar to those that appear on the test. *10wks Wellesley campus \$275*

5466 AP 152 300 WED 9/14-11/16 6:30-9:30PM

CONVERSATIONAL MANDARIN

Travel to China and discover their culture and language. Learn essential conversation topics including greetings, self-introduction, shopping, taking a taxi, asking directions, buying tickets and other important daily situations. Starting from pronunciation at the beginner level, this course will help students, step by step; master the Mandarin grammar and sentence structures through oral practice. The Hunan and Hainan culture will be highlighted. *8wks Wellesley campus \$150*

2796 AP 150 300 MON 9/19-11/14 7-10PM

CONVERSATIONAL PORTUGUESE

This course is designed for students with basic or no prior knowledge of Portuguese. The lessons are dedicated to interactive activities that allow students to acquire skills in speaking and listening in Portuguese. Students will learn basic Portuguese vocabulary and grammatical structures, so they will be able to communicate in simple everyday situations. Customs and cultural insights will also be presented. By the end of this course, students will be able to handle the immediate context of daily experience in spoken Portuguese by identifying and describing people, objects, places, and events. They will be able to give information and instructions, and issue simple commands and requests. *8wks Wellesley campus \$150*

5788 AP 111 300 MON 9/19-11/14 6-8pm

CONVERSATIONAL SPANISH

This ten-week immersion course designed for students who have little or no experience speaking Spanish. The course aims to provide students with a full immersion approach toward language acquisition. Students will learn about their immediate world through speaking, listening reading and writing in Spanish. Topics such as food, family, school clothing, and weather and leisure activities are covered. Present and future tenses are covered as well as other grammatical elements of the language. *10wks Wellesley campus \$150*

5790 AP112 300 WED 9/14-11/16 7-8:30pm

COMPUTERS

MS WORD 2007

Introductory, Intermediate and Advanced techniques will be taught by exploring the Microsoft Word environment hands-on. Certificate of Completion is awarded. *2 days Wellesley campus \$150*

5550 CC 28 300 SAT 10/1, 10/15 9-1pm

MS EXCEL 2007

Explore the window menus, toolbar, cells; enter data in worksheet –edit, undo, redo, save workbook; work with basic formulas-sum, sum range of data, copy a formula; change appearance of the worksheet-column, row height, insert/delete rows and more. Intermediate level. Certificate of Completion is awarded. *2 days Wellesley campus \$150*

5540 CC 33 300 SAT 10/22, 10/29 9-1pm

WEBSITE FUNDAMENTALS W/PHOTOSHOP & DREAMWEAVER

An intensive introductory hands-on course for students who want to learn to create effective and informative websites. Web theory, navigation, viewer interactivity and internet fundamentals will first be explored. An overview of Adobe, Photoshop and Macromedia Dreamweaver. Individual websites will be produced by all participants. *Prerequisite: Basic computer familiarity.* Textbook required. *6 wks Wellesley campus \$225*

3090 WD 25 300 WED 10/5-11/9 6-9pm

FINDING STARTUP COMPANIES- GROUND FLOOR OPPORTUNITIES

The course is for creative people in the fields of graphic design, advertising, web design, electronic media, marketing, illustration and photography. Where to look and how to research startups; Learn effective ways to meet startup founders and company officers in person; How to utilize what you have an what startups need-creativity and specialized communications knowledge; leveraging your

skills, once your foot is in the door. *3 wks Wellesley campus \$150*

5750 WD 11 300 WED 11/16-11/30 6-9pm

MEDITECH MAGIC/NPR TRAINING

Joe Cocuzzo, VP of NPR Services for Iatric Systems, a company that provides applications, interfaces, and custom reporting services for the Proprietary MEDITECH Health Care Information System, is offering a 10 week class on the Meditech NPR report writer and the "Magic" programming language. During the 40 hours of training, students will have access to Meditech's proprietary report writing/programming tool in a test hospital system running the Meditech software, and they will also have access to that system throughout their enrollment in the training class to complete homework assignments. Students who perform well in the class will be considered, but not guaranteed employment by Iatric Systems. Successful completion of the class would be quite beneficial to a student seeking employment in the Information Systems department of a Meditech hospital, including those in this area. Prior computer programming experience, regardless of the language/technology, is encouraged. Class size limited to 12 students). *10wks Wellesley Campus \$100*

5817 WK 37 300 T/TH 9/27-12/6 6:30-8:30pm
(no class 11/24)

PROFESSIONAL DEVELOPMENT PROGRAMS



AUTOMOTIVE

Members of the Massachusetts Alliance of Auto Service Providers (AASP) receive a 10% discount.

AUTOMOTIVE DAMAGE APPRAISAL PART I

This course is designed to train insure claims professionals, auto body technicians and others for the Massachusetts Automobile Damage Appraisers License Examination. The course includes in-depth discussion of insurance regulations, policy arbitration, and work completion forms, use of Flat Rate Manuals, collision diagnosis, cost estimation and preparation of written estimates. *10wks*

Ashland campus \$550

5586 AU400 300 T/TH 9/6-11/10 6:30-9:30PM

AUTOMOTIVE DAMAGE APPRENTICESHIP PART II

Mass Bay Community College is now offering an Auto Damage Apprenticeship training course in addition to the Auto Damage Appraisal Class. The course prepares students for Part II of the Massachusetts Automobile Damage Appraisers License Examination and meets the State's three month Apprenticeship requirement. Classes will focus

heavily on the preparation of an estimate and on the skills required to interact with clients. *6wks*

Ashland campus \$275

5751 AU 403 300 T/TH 11/15-12/22 6:30-9:30PM

DELPHI TRAINING COURSES

MassBay Community College is proud to work with Delphi Product & Service Solutions to provide a series of cutting-edge training seminars for automotive technicians.

GENERATING SERVICE SALES

Business in today's automotive industry has changed in the last 10 years from the repair side to the maintenance side. To survive we need to understand how to approach automotive service now and in the future. This course will discuss what you need to do to stay competitive. Learn how to deal with employees and customer about maintaining vehicles in the new green and clean marketplace. *1 day*

Ashland campus \$175

5754 WK 45 300 SAT 9/24 8:30-1:30PM

SAFE, GREEN AND CONNECTED

Vehicle systems technology is accelerating at an incredible rate and creating great opportunities for the aftermarket. In fact, 90% of future innovation in the vehicle will be driven by electronics. The course is designed to provide insight as to the kind of systems you will be seeing and what you need to do to be prepared to diagnose and service them.

SAFE systems include occupant protection, driver and situation awareness management and vehicle stability.

GREEN relates not only to emission controls, but advanced engine systems like gasoline direct injection engines, hybrid electric vehicles, fuel cell technology and direct diesel injection systems.

CONNECTED will include discussion on in-vehicle communication, controller area networks (CAN), media systems and telematics. *1 day*

Ashland \$175

5753 WK 44 300 SAT 10/15 8:30-1:30PM

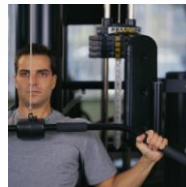
HYBRID ELECTRIC VEHICLE-FIRST LOOK

This course provides an overview of hybrid electric vehicles (HEVs) and covers the different hybrid designs, systems and operation principles. It will cover the history of hybrids and review different hybrid types and designs. The course will also cover proper safety practices and precautions when using specialty tools or performing basic service on HEVs.

The course will help today's automotive technicians prepare for the future of servicing and retaining current customer who purchase hybrid electric vehicles. *1 day* **Ashland \$175**

5752 WK 43 300 SAT 11/12 8:30-1:30PM

GET FIT



PERSONAL TRAINING CERTIFICATION

You like to work out, and it shows. But are you ready for something new? Are you interested in a more challenging, secure and financially rewarding career? A career

that makes you smile every time you clock in! Look no further. You can become a nationally certified personal fitness trainer today!

This course is run in collaboration with the WITS. This course places a great deal of emphasis on teaching both theoretical information and practical skills. You not only learn about exercise physiology and health screening, but also how to apply that information in real world settings. 9 weeks *30- hour internship, adult CPR & AED required prior to issuance of national certification.

Wellesley campus \$699 (Textbook required)

5819 WK 72 300 SAT 10/8- 12/10 9AM-2PM

(No class 11/26)

Free information session SAT 9/24

10:30-11:30am

PERSONAL ENRICHMENT

BUSINESS MANNERS IN THE WORKPLACE

How you present yourself in the workplace can positively or negatively affect your career trajectory. The growth of workplace cubicles and email has altered traditional modes of office communications, with phone calls and face-to-face conversations often replaced by electronic modes. It is more important than ever to understand the interrelationship between communication, culture, and corporate success. Join recognized etiquette and protocol expert Susan Callender, CEO of "Oh My Gauche!", as she guides you in tailoring your persona in the workplace and managing a positive professional image. *1 day*

Wellesley campus \$75

5806 WK 110 300 WED 9/28, 10/12 6-8PM

HOW TO BUY & FINANCE A HOME 101

The sessions are designed to offer a wealth of information, tips and strategies in the home buying and refinancing process, especially considering the recent opportunities created by short sales, auctions and foreclosures. The class will cover all terms and options of financing real estate as well as credit issues. A complimentary credit report will be included and you will be able to ask questions of an attorney, appraiser, home inspector, insurance agent, real estate agent and loan officer. FHA loans and reverse mortgages will be discussed. *3wks* **Framingham campus \$60**

5795 WK 67 300 MON 9/12, 9/19, 9/26 6:30-8:30pm



BUILDING LIFE COMMUNICATION SKILLS THROUGH BROADCASTING

This course is an introduction to broadcasting and communication history and overview of the industry.

IPIE Curriculum, Inflection, Pronunciation, Intonation, Enunciation; reading off a teleprompter and anchoring a news or entertainment show; broadcast vs. print writing; and producing a video blog. Students will learn how to speak and communicate more effectively on and off camera. *6wks*

Location: *Young Broadcasters of America 81 Speen St. Natick, MA 01760 \$275*

5794 WK 389 300 T/TH 9/13-10/25 6:30-8PM

This course is for Au Pairs to earn their educational requirements

CUSTOMER SERVICE SKILLS

To provide truly exceptional customer experiences that build positive outcomes, improve internal and external communication and teach your team about proper work procedures. This course in customer service will develop the skills needed in today's technological environment through effective communication, developing and maintaining positive attitudes and using proper customer friendly language. *10wks Wellesley campus \$175*

5796 WK 152 300 WED 9/14-11/16 6-8PM

TELL YOUR STORY

Tell me a story! Students will learn how to present an ORAL story about their lives, a friend, and a particular event. The course will teach students how to develop stories in terms of interest level and brevity. *2 wks Wellesley campus \$65*

5758 WK 393 300 TUE 9/20, 9/27 6-7:30PM

SCREENWRITING

The class would center on the students first learning what a screenplay is, writing a short treatment and developing a full script with student participation including critiquing each other's work. The viewing of scenes from films will be added to help in the writing process. *6wks Wellesley campus \$125*

5759 WK 392 300 WED 9/21-10/26 6-8PM

INTRODUCTION TO AUTOMOTIVE RESTORATION

Are you considering restoring a car in your spare time? This class is aimed at informing the do-it-yourself enthusiast as to the joys and pitfalls of a restoration project. Learn more about what restoration means, how to find a project car, how to decide the work you wish to do and what to out-source, consider buying restored or kit cars, locating parts, outfitting you garage and...preparing a budget. *3wks*

Ashland campus \$210

5818 AU 404 300 WED 10/12, 10/19, 10/26 6:30-8:30pm

JOURNEY THROUGH NORTH AMERICA

A unique opportunity and exciting way for students to learn about North American life and culture through classroom lectures, videos and travel. Classroom lectures cover US history, civil rights, US economy, the Great Depression, US branches of government and current events. The course includes travel (learning laboratory) to various cities



visiting historical landmarks and museums. Tours are professionally guided to various cities; Niagara Falls, Montreal (Jazz Festival) and Quebec Canada, Philadelphia, PA (Amish Country) and Washington D.C. (Naval Ball).

Students must attend a class and learning laboratory to receive the 3 non-credit units. *3 wks Wellesley campus*
Select One Session

Choose One:

2394 AP 200 800 SAT 9/10, 9/17, 10/1 9-3PM

2396 AP 200 801 SAT 9/10, 9/17, 10/1 9-3PM



2398 AP 200 802 SAT 10/8, 10/22, 10/29 9-3PM

3092 AP 200 803 SAT 10/8, 10/22, 10/29 9-3PM

3094 AP 200 804 SAT 10/8, 10/22, 10/29 9-3PM

2462 AP 206 800 SAT 11/12, 11/19, 12/3 9-3PM

2464 AP 207 800 SAT 11/12, 11/19, 12/3 9-3PM

Select One

Niagara Falls CAN \$405 (\$135 class, \$270 trip)
2400 AP 201 800 FRI-SUN 9/23-9/25

Niagara Falls U.S. \$425 (\$135 class, \$290 trip)
2402 AP 202 800 FRI-SUN 9/23-9/25

Washington D.C. \$410 (\$135 class, \$275 trip)
2404 AP 203 800 FRI-SUN 10/14-10/16

Philadelphia, PA \$405 (\$135 class, \$270 trip)
2406 AP 204 800 FRI-SUN 11/4-11/6

Montreal, CAN \$405 (\$135 class, \$270 trip)
2408 AP 205 800 FRI-SUN 12/16-12/18

This course is for Au Pairs to earn their educational requirements.



ONLINE EDUCATION



ONLINE EDUCATION -Career Training

Click www.gatlineducation.com/massbay to enroll.

ICD-10 Medical Coding

This program has been greatly expanded to provide in-depth, comprehensive training for students. The program now focuses almost exclusively on coding, reflecting the fact that most agencies are now prepared for implementation. Students will receive thorough instruction and hands-on practice in diagnostic and procedural coding using the ICD-10-CM and ICD-10-PCS coding manuals. The program includes more than 40 quizzes and exams for coding diagnoses and procedures by body system.

Hours: 200 Price: \$1595

EDUCATION 2 GO www.ed2go.com/mbcc

Instructor facilitated courses that run for six weeks that you can complete from your home or office.

Top Courses:

- *Accounting Fundamentals*
- *Creating Web Pages*
- *Instant Italian*
- *Introduction to MS Excel 2007*
- *A to Z Grant Writing*

Vesi

www.virtualeduc.com/mbcc

For: Teachers

Self paced courses with interactive instruction on strategies for teaching students with special behavioral and learning needs.

Harassment, Bullying & Cyber Intimidation in Schools

PDP 30 Cost \$220

Attention Deficit Disorder

PDP 30 Cost \$220

Autism & Asperger's Disorder

PDP30 Cost \$220

Behavior is Language

PDP 45 Cost\$289

Educational Assessment

PDP30 Cost \$220

Reading Fundamentals #1

PDP 30 Cost \$220

Violence in Schools

PDP 30 Cost\$220

To register call **1-800-313-6744** between Monday through Friday 8am-5pm PST. Check with your school district or state licensing agency to verify the course offerings will meet your district or state requirements for salary advancement or state certificate re-licensure.



Registration Form

Date _____

Social Security # _____

First name _____

Last name _____

Sex: Male Female Date of Birth: _____

Ethnic Group: American Indian or Alaskan Native, Asian or Pacific Islander Black (not of Hispanic origin), Cape Verdean, Hispanic White, Other

Street Address _____

City _____ State _____ Zip Code _____

Home Phone _____

Work Phone _____ Cell # _____

E-mail _____

Course Number _____

Course Title _____

Payment Options

Visa MasterCard Discover Check

Amount to be charged \$ _____

Credit Card Number _____

Expiration Date _____

Signature _____

Mail to: MassBay Community College, Enrollment Services 19 Flagg Drive Framingham, MA 01702 Fax to: 508-872-4067 Enrollment Services

Those who register by mail, fax or in person and fail to attend class are still subject to full charges. You must officially withdraw from class in order to be reimbursed according to the refund schedule. All courses must be paid in full at registration.