



## HEALTH SERVICES

### CENTRAL PROCESSING TECHNICIAN (CPT)

The Central Processing Technician (CPT) is the person responsible for the set up and maintenance of the operating room. Students learn through didactic and clinical experiences with an emphasis on microbiology, decontamination, disinfection, sterilization, surgical instrumentation, sterile packaging and storage. Career Opportunities: In hospitals, surgical centers, physicians/dental offices and biotech and pharmaceutical companies. Prepares students for the National Certification Exam offered by the International Association of Healthcare Central Service Material Management (IAHCSMM). May be DET (Department of Employment & Training) eligible. Framingham campus \$995

5699 CP 200 300 T/TH 1/27-5/14 5:00PM-9:00PM

### CPR TRAINING FOR HEALTH CARE PROVIDERS: AMERICAN HEART ASSOCIATION

All healthcare professionals should maintain their CPR training. We offer initial full training sessions. Participants must purchase the American Heart Association Basic Life Support text and read entire text prior to class. A pocket face mask is required please bring one to class. Wear appropriate clothing. Framingham campus. 1 meeting

#### Full CPR Initial Training \$75

5705	CU 104 300	SAT	1/10	8:00AM-2:00PM
5707	CU 104 301	SAT	1/24	8:00AM-2:00PM
6509	CU 104 302	SAT	2/7	8:00AM-2:00PM
6515	CU 104 303	SAT	2/21	8:00AM-2:00PM
6517	CU 104 304	SAT	3/7	8:00AM-2:00PM
7521	CU 104 305	SAT	3/14	8:00AM-2:00PM
7523	CU 104 306	SAT	4/4	8:00AM-2:00PM
7591	CU 104 307	SAT	4/18	8:00AM-2:00PM

#### CPR Renewal Training \$50

5709	CU 103 080	TH	1/8	5:00PM-9:00PM
6979	CU 103 081	TH	2/5	5:00PM-9:00PM
7709	CU 103 082	TH	3/5	5:00PM-9:00PM

### ENHANCED READING METHODS FOR PRE-NURSING AND OTHER HEALTH PROFESSION STUDENTS

#### On-Line Hybrid Course

This 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 passages for specific details, identifying main ideas, determining an author's purpose, making inferences, and identifying relationships among ideas. The class will meet 1 night a week for 6 weeks in the classroom to learn and practice reading strategies and test-taking strategies. Between classes, students will also participate in on-line activities designed to reinforce strategies and provide additional practice for the Reading Assessment Test. Students interested in enrolling in the course are evaluated and given permission by the Associate Director of Advising and the Department of Corporate and Community Education. Class: 2 hours per week. On-Line: 2 hours per week. \$150

#### Wellesley Hills campus

7822	WK185 670	M,T,W,TH	1/5-1/15	10:00AM-12:00PM
7141	WK185 071	WED	3/25-5/13	6:00PM-8:00PM

#### Framingham campus

6477	WK185 070	WED	2/4-4/1	6:00PM-8:00PM
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### PHARMACY TECHNICIAN CERTIFICATE

Become qualified as an invaluable part of the Healthcare system. The Professional Pharmacy Technician Program, a non-credit 75 hour course, is designed to teach students the fundamentals and particulars of being a Pharmacy Technician. The program is designed for a variety of students including those interested in becoming pharmacy technicians, pre-pharmacy students, or those with a healthcare background looking to strengthen their current skill. Course Highlights: Introduces students to various pharmacy practice settings and covers drug classes, basic physiology, drug interactions and daily pharmacy operations. Preparation for the ExCPT certification exam. (no classes 2/16, 4/20, 4/22). Framingham campus. \$1,295. See ad on page 42.

7007	CU 147	800	M/W	1/26 -5/6	6:00PM-9:00PM
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### SPANISH FOR HEALTH PROFESSIONALS

To acquire basic Spanish language skills in grammar, practical exercises, and vocabulary along with cultural understanding in order to provide culturally competent health care to Spanish-speaking patients and their families. In this metropolitan Boston area there is a large Hispanic population which makes Spanish very important in providing good health care. Framingham campus 8 meetings. \$199

7765	AP140	TUES	2/3 - 3/24	6:30PM-9:30PM
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### CORE MATHEMATICS SKILLS

A developmental basic mathematics course to help students to take the College Placement Test. This course is for students planning on continuing their education who need to review basic math. The course will cover whole numbers and place value, adding and subtracting, multiplying and dividing, fractions, ratios and percents. (Textbook required) 10 meetings. (no class 2/16, 3/16, 3/18) Framingham campus \$299

5793	AP119 080	MON/WED	1/26-4/1	6:30PM-8:00PM
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## IT & MULTI MEDIA TECHNOLOGY

### HOW TO OPTIMIZE YOUR COMPUTER

"How to Optimize Your Computer" is a course for the person who wants to keep their computer running smoothly. You will learn how to make your computer run better, quicker and more efficiently, how to clean up viruses, learn the tolls to protect your computer from pop-ups, and internet spy ware. Lastly, the course will discuss areas typically involved in "maintenance tasks" such as defragging the hard drive, disc cleanup, streamlining your startup applications, and uninstalling unused applications. If you have a laptop bring it to class but it is not a requirement to take the class. (Flash drive needed). 2 meetings. Wellesley Hills campus. \$59

6995 CC18 300 TUE 2/24, 3/10 6:30PM-9:00PM

### MS OFFICE SUITE SERIES

#### WORD SERIES 2007

Explore this powerful application in a hands-on workshop. Introductory and intermediate Word 2007 topics will be discussed. Instructor led. (Textbook required) Wellesley Hills campus. 4 meetings \$250

5749 CC 045 302 SAT 1/24-2/14 9:00AM-12:00PM

#### EXCEL SERIES 2007

Introductory, intermediate and advanced techniques will be taught by using Microsoft Excel 2007 in a hands-on-class setting. Instructor led. (Textbook required). Wellesley Hills. 4 meetings. \$250

7161 CC 33 301 SAT 2/21-3/14 9:00AM-12:00PM

#### ACCESS SERIES 2007

Introductory, intermediate and advanced techniques will be taught by using Microsoft Access 2007 in a hands-on-class setting. Instructor led. (Textbook required). Wellesley Hills campus. 4 meetings. \$250

5761 CC 45 301 SAT 3/28-4/18 9:00AM-12:00PM

#### POWERPOINT SERIES 2007

Introductory, intermediate and advanced techniques will be taught using Microsoft PowerPoint 2007. Instructor led. (Textbook required). Wellesley Hills campus. 4 meetings \$250

5757 CC 039 301 SAT 4/25-5/16 9:00AM-12:00PM

#### TRANSITION FROM WORD 2003 TO 2007 IN BUSINESS

In this hands-on workshop you will explore Word 2007 while you will also learn how to do tasks you currently perform in Word 2003. Instructor led. Wellesley Hills campus. \$60

7714 CC61 080 WED 3/25 2:00PM-5:00PM

#### TRANSITION FROM EXCEL 2003 TO 2007 IN BUSINESS

In this hands-on workshop you will explore Excel 2007 while you learn how to do tasks you currently perform in Excel 2003. Instructor led. Wellesley Hills campus. \$60

7715 CC62 080 TUE 4/7 2:00PM-5:00PM

#### RESEARCHING THE INTERNET TO GET WHAT YOU WANT

Refining your internet searches to get the information you want and need. Wellesley Hills campus. \$60

7716 CC63 080 SAT 4/4 9:00AM-12:00PM

### ONLINE COMPUTER APPLICATIONS AT ED2GO WWW.ED2GO.COM/MBCC

**MS WORD 2007; INTRO, INTERMEDIATE**  
**MS EXCEL 2007; INTRO, INTERMEDIATE**  
**MS ACCESS 2007; INTRO, INTERMEDIATE**  
**MS POWERPOINT 2007; INTRO, INTERMEDIATE**

Click to register [WWW.ED2GO.COM/MBCC](http://WWW.ED2GO.COM/MBCC)

### WEBSITE DESIGN FUNDAMENTALS

A workshop designed to quickly immerse students into how to build visually attractive websites, identify and develop meaningful content and use current digital technology. Prerequisite: Basic computer familiarity. 4 meetings. Wellesley Hills campus. \$250

6323 WD 025 Tuesday 1/27 - 3/3 6:00-9:00PM

### MICROSOFT WORD & RESUME WRITING CRASH COURSE

Learn and review Microsoft Word while at the same time creating an effective resume or improving the one you already have. The workshops will cover the ins and outs of Word—from opening, editing, and saving a document to playing around with fonts and margins. Additionally, you will learn how to market and promote yourself through different resume formats and key words. Show off your skills and get that job you've always wanted. Wellesley Hills campus. \$250

7792 CC600 300 SAT 1/24-2/14 11:00AM-2:00PM  
7793 CC600 301 SAT 2/ 21-3/14 11:00AM-2:00PM  
7794 CC600 302 SAT 3/28-4/18 11:00AM-2:00PM  
7795 CC600 303 SAT 4/25-5/16 11:00AM-2:00PM

## LANGUAGE & COMMUNICATIONS SKILLS

### BRIDGE TO ACADEMIC ENGLISH

Intermediate Read/Write (ESL III Level or above)  
Do you need more English before you go onto college?  
Bridge to Academic English (BAE) is a non-credit program for English language learners who wish to continue their preparation for college classes in the United States. The classes will integrate critical reading, academic writing, grammar, and speaking activities. Guest speakers from different areas of the college will be available throughout the semester to make presentations and answer questions. The instructor will be available to guide individual students as they plan their academic careers. Students will be assessed at the first class meeting. 20 meetings. (No class 3/24, 3/26). (Textbook required). Framingham campus. \$199

7011 WK 205 300 TU/TH 2/17-4/30 6:30PM-9:00PM

### ESL: BEGINNER LEVEL

Designed for students with limited English experience to provide a solid foundation to develop basic language skills. The course will focus on basic understanding of English through reading, writing and speaking and listening activities. 9 wks (No classes 3/16, 3/18). Framingham campus. \$145

5789 AP120 300 TU/TH 2/24-4/30 11:00AM-1:00PM

**ESL FOR EVERYONE!**

Build confidence while learning English as a second language. This class is designed for anyone who has limited experience with English and who would like to build upon their current fluency and understanding in English. The class will begin by focusing on basic comprehension, vocabulary, listening, and speaking skills as well as American figurative expressions and inter-cultural adaptation. The course is designed to focus on grammar, comprehension and English language development so that students can express themselves with confidence. (Recommended for Au Pairs -36 hrs). (no class 2/16, 3/16, 3/18). 18 meetings. (Textbook required) Wellesley Hills campus. \$275

6539 AP106 300 M/W 2/2-4/13 7:00PM-9:00PM

**PERFECT PRONUNCIATION FOR AU PAIRS**

This course is designed to help non-native speakers of English reduce their accent while working on pronunciation so that they can acquire a more natural sounding American accent. Speakers will feel more confident in expressing themselves orally. It combines American slang, idioms and expressions with basic English skills. By the end of the course students will sound remarkably different and more expressive. (36hrs). (Textbook required). Wellesley Hills campus. 12 meetings. \$275

6543 AP 107 301 TU/TH 2/3-3/12 6:30PM-9:30PM

**PERFECT PRONUNCIATION FOR BUSINESS PROFESSIONALS**

This course is designed to help non-native speakers of English reduce their accent while working on pronunciation so that they can acquire a more natural sounding American accent. Speakers will feel more confident in expressing themselves orally. It combines American slang, idioms and expressions with basic English skills. By the end of the course students will sound remarkably different and more expressive. 6 weeks. \$150

7762 AP 108 300 TU/TH 1/20-3/12 6:00PM-8:00PM

**CONVERSATIONAL CHINESE**

This course aims to build the students' abilities in listening and speaking. Starting from pronunciation at the beginner level, the course will help students master Mandarin grammar and sentence structures through oral practice. The elementary level conversation topics include greetings, self-introduction shopping, taking a taxi, asking directions, buying tickets and other important daily situations. 12 meetings. Wellesley Hills campus. \$199

7789 AP150 TU/TH 2/3-3/12 7:00PM-9:00PM

**CONVERSATIONAL PORTUGUESE**

For business professionals who need to converse with their employees and members of the community. A conversational approach to everyday spoken Portuguese. No prior knowledge of Portuguese is required. 12 weeks. Framingham campus. \$199

7763 AP111 TUE 3/3-5/26 7:00PM-9:00PM

**MASSBAY  
COMMUNITY EDUCATION  
508-270-4103**

**JOURNEY THROUGH NORTH AMERICA**

A unique opportunity and exciting way for students to learn about North American life and culture through classroom lectures, videos, journals and on-site travel (learning laboratory). Students will receive an overview of North American culture and history, geography, government, and basic rights and freedoms. Students will study North American symbols and national holidays; exploring its people and culture. This course includes an on-site travel component (learning laboratory) where you will visit historical landmarks and museums and participate in professionally guided tours in your choice of cities: Washington D.C., Niagara Falls, Montreal, Quebec City and Philadelphia & Lancaster County. Participation in both the classroom component and the learning laboratory are required for the 3 continuing education credits (18 hours of classroom study). (Recommended for Au Pairs 3 non-credit units) Wellesley Hills campus.

Choose One:

7493 AP 196 800 SAT 1/24, 2/7, 2/14 9:00AM-3:00PM  
7491 AP 197 800 SAT 2/21, 2/28, 3/7 9:00AM-3:00PM  
7489 AP 198 800 SAT 3/14, 3/28, 4/4 9:00AM-3:00PM  
7764 AP 198 801 SAT 3/14, 3/28, 4/4 9:00AM-3:00PM

7487 AP 199 800 TU/TH 4/14, 4/16, 4/21, 4/23, 4/28, 4/30 7:00PM-10:00PM  
7423 AP 200 800 SAT 5/9, 5/16, 5/23 9:00AM-3:00PM

Learning Laboratory

Includes transportation, 2 nights' accommodation, guided tour and experienced chaperone

Choose One:

**Quebec City Winter Carnival** (Optional Ice Hotel additional cost) \$340  
7425 AP209 800 FRI/SAT/SUN 1/30-2/1

**Washington D.C.** (Optional Naval Ball additional cost) \$340  
7471 AP203 800 FRI/SAT/SUN 4/17-4/19

**Niagara Falls Canadian Side** \$340  
7483 AP201 800 FRI/SAT/SUN 5/29-5/31

**Niagara Falls U.S. Side** \$360  
7485 AP202 800 FRI/SAT/SUN 5/29-5/31

**GED LANGUAGE ARTS REVIEW**

Have you thought about taking the GED test but felt your skills were a bit rusty? Whether you've been out of school for 5 years or 25 years this GED language arts review will help to revamp the reading, writing, and critical thinking skills needed to pass the GED test. After completion of these workshops, you will be well-prepared to take and pass the language arts reading and writing portions of the GED test. \$199

7766 AP130 300 TU/TH 1/20-3/12 10:30AM-1:30PM  
7767 AP130 300 TU/TH 3/24-5/14 10:30AM-1:30PM

**ESL WRITING FOR DAILY LIVING AND WORK**

Do you write well in your own native language, but feel ill-equipped when writing in English? Many ESL learners face daily challenges when writing in English. These workshops will take you step by step through the writing process and will cover all forms of writing—functional, professional, and creative. It will also review grammar and usage rules so that you will feel confident in your English writing skills once you are finished. 8 weeks (20 Hrs) Wellesley Hills campus. \$149

7768 AP126 MON 1/26-3/16 6:00PM-8:30PM  
7769 AP126 MON 3/23-5/11 6:00PM-8:30PM

**WRITING THE ESSAY**

Have you always felt overwhelmed with the thought of writing an essay? These workshops will take you step by step through the writing process, breaking down essay writing into manageable chunks. Learn how to pre-write and strategize so that your essay will be fail-safe. Next, learn how to draft, revise, and edit your essay, keeping in mind grammar rules and conventions of English. You will leave with a well-organized essay that felt like a breeze to write. 8 meetings (24 hrs). Framingham campus. \$199

7780	WK 370	300	MON	1/26-3/9	11:00AM-1:00PM
7781	WK 370	301	MON	3/23-5/11	11:00AM-1:00PM

**MASTER THE SHORT STORY (WHILE LEARNING FROM THE MASTERS)**

Does the thought of writing a novel sound frightening to you? Then why not write a short story or two? By reading and learning from renowned short story writers Junot Diaz, Z.Z. Packer, Stuart Dybeck, and many others, you'll learn all the basics that go into writing that perfect short story. 8 meetings (24 hrs). Wellesley Hills campus. \$199

7772	WK371	300	MON	1/26-3/9	2:30PM-5:30PM
7773	WK371	301	MON	3/23-5/11	2:30PM-5:30PM

**PUBLISHING 101**

Have you always wanted to be a published author but have never known how to go about it? By researching literary magazines and writing contests, you will find that perfect market for submitting that short story, article, or novel excerpt you've been working on. At the end of our weeks together, you will be required to submit your writing to the magazine and contest of your choice, because you'll never be published if you never submit your work! (8 hrs) Framingham campus. \$80

7774	WK372	SAT	1/24-2/14	2:00PM-4:00PM
7775	WK372	SAT	2/21-3/14	2:00PM-4:00PM
7776	WK372	SAT	3/28-4/18	2:00PM-4:00PM
7777	WK372	SAT	4/4-5/16	2:00PM-4:00PM

**STORIES OF THE SELF**

Have you always wanted to write about that vivid childhood memory or crazy uncle? Each of us has a story to tell and this creative non-fiction class will explore instances, essays, and other prose forms as a way to write about those life experiences. The student will finish with a collection of essays or instances as a launching pad for writing a memoir or semi-autobiographical novel. 8 meetings (24 Hrs). Wellesley Hills campus. \$199

7778	WK373	300	WED	1/21-3/11	11:00AM-1:00PM
7779	WK373	301	WED	3/25-5/13	11:00AM-1:00PM

**CREATE YOUR OWN MAGAZINE**

Be the editor and the writer. The first few weeks will be spent creating a few pieces of writing that you would like to go into a literary magazine, while the last weeks will be focused on producing and editing your own magazine as a class. As editors, you will decide on the look, feel, and tone of the magazine, and by the end of our eight weeks together, you will have produced printed and online versions of your very own magazine. (16 hrs) Framingham campus. Saturdays. 8 weeks sessions. \$119

7800	WK375	SAT	1/24-3/14	12:00PM-2:00PM
7801	WK375	SAT	3/28-5/17	12:00PM-2:00PM

**THE WRITING WORKOUT**

Give your body and your brain a work out. Methods such as yoga, stretching, meditating, and walking bring the mind to a more creative state. Whether you are in a writing slump, or are a beginner writer in need of some ideas, just bring your gym shoes and a journal to class and be ready for the ideas to start flowing. (16 hrs) Framingham campus. Saturdays. 8 week sessions. \$119

7802	WK376	SAT	1/24-3/14	10:00AM-12:00PM
7803	WK376	SAT	3/28-5/17	10:00AM-12:00PM

**FICTION WRITING FOR THE WARY**

For those who have always wanted to be a writer but have never done any writing, these workshops will explore the basics of writing—point of view, characterization, interaction, place, and plot. By reading excerpts of published novels, and writing in class, the student will finally get their feet wet. 8 meetings (24 hrs). Framingham campus \$199

7770	WK374	300	TUE	1/20-3/10	2:30PM-4:30PM
7771	WK374	301	TUE	3/24-5/12	2:30PM-4:30PM

**FICTION WRITING FOR THE READY**

For those who have written a short story or two but need to learn the art of revising, these workshops will focus on perfecting two short stories or chapters. End the semester feeling satisfied with a publishable story or chapter in your hand. (24 hrs) Wellesley Hills campus. Wednesdays. 8 week session. \$199

7804	WK377	WED	1/21-3/11	2:30PM-4:30PM
7805	WK377	WED	3/25-5/13	2:30PM-4:30PM

**FICTION WRITING FOR WISE**

For those who are in the midst of a novel or larger work, these workshops will explore how to look at the work as a whole—beginnings, middles, and ends—and how all past chapters affect future chapters. Discover the holes in your novel you never realized were there. \$199 (24 hrs) Wellesley Hills campus. Thursdays. 8 week session

7806	WK378	THU	1/22-3/12	2:30PM-4:30PM
7807	WK378	THU	3/26-5/14	2:30PM-4:30PM

**LIFE ENRICHMENT & HANDS-ON**

**BEADING**

This class will teach the basics of beading and jewelry making to students with little to no prior experience. Students will learn how to create necklaces, pendants, bracelets and earrings using a variety of techniques. We will look at attaching clasps, using crimps to create illusion pieces and using memory wire. We will also discuss design principles and how to create beautiful pieces of jewelry on a budget. Students will take home all work, plus a set of beading tools. A materials fee (\$45) is payable to the instructor on the first night of class. Wellesley Hills campus. 2 meetings. \$105

7717	WK364	080	SAT	3/14, 3/28	8:30AM-12:30PM
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**FOIL IMPRESSIONS OF GRAVESTONES**

Participants will learn the process of making gravestone rubbings with light-weight foil. Foil impressions capture the depth of the stone carvings design and symbols. There is no risk to the gravestone. Each participant will be able to complete a foil impression during class. A supply list will be sent two weeks before class. Framingham campus. 1 meeting. \$66

7718	WK 288	300	SAT	4/11	1:00PM-4:00PM
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[www.massbay.edu](http://www.massbay.edu)

**GRAVESTONE RUBBING WORKSHOP**

Gravestone rubbing is an ancient and beautiful art of capturing relief impressions of lettering, carving and other iconography. It has wide-spread contemporary appeal as well. The technique produces artistic designs and teaches us fascinating facts about the past. Don't be afraid of old graveyards! A supply list will be sent two weeks before class. Framingham campus. 1 meeting. \$66

7719 WK287 300 SAT 4/11 10:00AM-1:00PM

**ITALIC CALLIGRAPHY II**

Participants will continue with the Italic hand of calligraphy and will use dip pen and ink, expanding the medium of the overall product and presentation. Add border designs to the finished pieces as well as matting a work for hanging or gift-giving. We will also do a small 3-D project. A supply list will be sent two weeks before class. Framingham campus. 1 meeting. \$100

7459 WK 289 300 SAT 3/28 10:00AM-3:00PM

**KNITTING—INTRO**

If you think back with fond memories and can picture your grandmother knitting -remembering those warm, fuzzy gloves and hats that you loved so much (maybe some not so much) and you always wanted to learn... Now is the time. Six weeks of remembering and learning. Maximum 8 students. Instructions and class outline will be mailed 1-week prior to start of class. Wellesley Hills campus. 6 meetings. \$100

7790 WK 300 080 TUE 4/7 – 5/12 6:30PM-8:30PM

**VICTORIAN SCRIPT WITH PRESSED FLOWER DESIGN**

Participants will learn the art of beautiful script from this period in 1800's England and embellish your writings with a pressed flower border design. A supply list will be sent two weeks before class. Framingham campus. 1 meeting. \$120

7740 WK286 300 SAT 2/21 10:00AM-4:00PM

**ARTS, SPORTS & JUST FOR FUN**

**ACTING WORKSHOP**

Students will have the opportunity to study acting warm-ups which include listening skills, interactive exercises, the actor's voice and diaphragmatic breathing. Students will also learn how to analyze a script and develop a character which will prepare them for a performance with the use of props and costumes. At the end of the workshop students will have the opportunity to put on a performance. (no class 3/17) Instructor: Denny Morell Wellesley Hills campus. 10 meetings. \$149

5803 WK 177 300 MON 1/26-4/6 7:00PM-9:00PM

**PUBLIC SPEAKING**

Students will study the components of voice technique including articulation, pronunciation, variety and expression, pitch and projection. The importance of a diaphragmatic breathing, relaxation and presentational skills. The course includes a television presentation for self critique. (no class 2/16, 3/16). (20 hrs). Wellesley Hills campus. 10 meetings. \$149

6723 WK516 6723 MON 1/26-4/13 7:00PM-9:00PM

**AFFORDABLE SOLUTIONS FOR YOUR DECORATING DREAMS**

Whether you have just bought your 'first place' or you're going into your third home, this workshop will bring you through making those all-so-important decisions on what to use to furnish and decorate your home. Always affordable and always practical solutions for every decorating dilemma, every area of the room will be covered from ceiling to floor. We will start with making a plan that includes lighting, color of walls and woodwork, windows fashions and flooring. (Optional organizational binder \$19.95). Framingham campus. \$45

7741 WK260 SAT 2/21 10:00AM-1:00PM

**BASIC BOATING & SEAMANSHIP**

This course is designed for both novice and experienced boaters who want to learn essentials skills. Part one will cover Boating and part two will cover Seamanship. The course will cover introductory piloting, aids to navigation, rules of the road and basic concepts of seamanship under normal and adverse conditions. (no class 3/18) Wellesley Hills campus. 10 meetings. \$230

7589 WK220 WED 1/28-4/8 6:30PM-9:30PM

**CREATING PEACEFUL SPACES**

When we look around at the stress in our lives, the commute, politics and the economy, we need to come home to a peaceful space. Using the newest color combinations, paired with organic fabrics and elements, you can create this kind of environment for yourself. Colors and fabrics that can bring a 'spa' feeling to a room will be shown in three different room designs, as well as photos of rooms where these principles were used. Plenty of time will be allowed for the exchange of ideas, discussion and suggestions. Instructor: Patricia Mahler \$30

7742 WK261 SAT 3/7 11:00AM-1:00PM

**FENG SHUI PRIMER: MOVE YOUR STUFF, CHANGE YOUR LIFE**

Whether your life needs a new direction, or you just need a little pick-me-up, the basic principles of Feng Shui are things you can use right away to make your living space more comfortable. Feng Shui translated as wind and water, and is the Chinese system of balancing the energy patterns of the physical environment, as well as the practice of placement and arrangement of space to achieve harmony. It is suggested that participants bring a rough draft of a floor plan, photos, pictures, and any other decorating dilemmas they have to the class. Framingham campus. \$45

7743 WK262 SAT 2/7 10:00AM-1:00PM

**FOOTBALL FOR DUMMIES—ENJOY THE SUPER BOWL**

Are you one of the millions of people across America intrigued by professional football – and all types and levels of football? Are you going to a Super Bowl party and don't really know the rules of the game? To be a part of that experience, you need to have a working knowledge of the game. This workshop about Super Bowl Sunday can provide you with that knowledge and help you relate to passionate football fans. Wellesley Hills campus. \$20

7791 WK263 SAT 1/24 11:00AM-1:00PM

**INTRODUCTION TO VOICE ACTING**

This fun and informative class will teach you the basics of entering a successful career as a voiceover artist. We will discuss some of the many details of the voiceover industry, the importance of marketing, and the importance of your demo tape. Your instructor will coach and produce you reading scripts, and even record you in the classroom to evaluate later. Each student will get a personal evaluation from the instructor. Wellesley Hills campus. 1 meeting. \$39

7451 WK 169 301 WED 5/6 6:00PM-8:00PM

**NEW! MOMS WORKSHOP-DISCOVER YOUR STYLE OF MOTHERING**

Discover the strengths and needs of your Myers-Briggs' mothering style while learning practical ways to encourage your child's natural interests, strengths and motivation. Strategies for school and interpersonal success will be presented. 2 meetings Wellesley Hills campus \$120

7749 WK225 SAT 3/28, 4/4 9:00AM-1:00PM

**WHAT'S NEXT? FINDING WORK YOU LOVE!**

Do you hate your job? Are you re-entering the workforce? Have you always dreamed of starting your own business? If you are searching for more satisfaction at work, or are exploring other career options, this class will help you to clarify your career direction. Wellesley Hills campus 1 meeting \$35

6725 WK 362 300 TUE 4/7 6:30PM-9:00PM

**FINANCIAL LITERACY**

**FIX YOUR CREDIT**

Most people have no idea about credit, but it dictates every aspect of our lives. We will discuss a number of strategies for maximizing your credit worthiness while showing you how to protect yourself from scams, industry tricks, and identity theft. Overview of Credit and Your Credit Score; Your Credit Report: Review, and Verify; Quick Credit Score Improvement Techniques; Becoming Debt Free; Proper Money Management. Framingham campus. 1 meeting. \$35

7796 WK 280 300 WED 3/25 6:00PM-8:30PM

**HOW TO BUY A HOME**

Learn exactly what it takes to buy a home in today's market. Be prepared to create a working budget, learn how to improve your credit score and hear from experts who are vital to the home buying process including a Realtor, an Attorney and your host, an experienced and reputable Mortgage Advisor. Text included. Wellesley Hills campus. 2 meetings. \$30

7744 WK68 300 TUE 2/17, 2/24 6:45PM-8:15PM  
 7745 WK68 301 TUE 3/24-3/31 6:45PM-8:15PM  
 7746 WK68 302 TUE 4/21-4/28 6:45PM-8:15PM

**INVESTMENTS MADE SIMPLE**

A beginner's course for those who want an understanding of the basics of investments. This course will cover CD's, EE Bonds, IRA's, 401K plans, a formula for establishing your own financial plan and a broad overview of mutual funds. Wellesley Hills campus \$50

5853 BZ 031 300 TUE 3/3, 3/10 6:00PM-9:00PM

**THE METALS MARKET – GOLD & SILVER**

The last time Gold & Silver reached its highs was January 1980. However, both Gold and Silver began a new "bull market" in 2001. The Gold and Silver cycle appears roughly every 20 years. This course will teach you how to spot the Gold and Silver companies that will do well over the next few years as well as the real factors that make Gold and Silver surge ahead in price. Wellesley Hills campus \$50

7457 BZ 28 300 SAT 4/4 9:00AM-3:00PM

**YOUR FINANCIAL FUTURE—A GUIDE FOR WOMEN**

In this exciting course for women, you will learn the key concepts of wise money management with practical, easy-to understand language and it uses examples that you can put into practice. Learn how to reduce your tax burden, maximize our investment returns, and plan for your future financial security. Areas of discussion include compound interest, stocks, bonds, mutual funds and tangible assets. Also included are risk management, retirement planning and estate planning. Wellesley Hills campus. 2 Hrs. \$25

7782 WK495 WED 3/25 2:30PM-4:30PM

**PERSONAL FINANCE AND INVESTING 101**

Is managing your money something you need to be more comfortable with? Are you stressed by terms like cash flow, net worth, stocks, risk tolerance, etc? You are not alone. This course is a must for all. You'll learn about good and bad debt, how credit works, investment products like stocks and bonds as well. Our goal is to equip you with the knowledge to practice growing your personal wealth and financial fitness. This course is taught by Practicing Mortgage and Financial Planning professionals. Wellesley Hills campus. 4 hours \$40

7808 WK496 TU/TH 2/10 and 2/12 6:00PM-8:00PM  
 7809 WK496 TU/TH 4/14 and 4/16 6:00PM-8:00PM

**SUCCESSFUL STRATEGIES FOR FAMILY FINANCIAL NEEDS**

If you have children, spouses, and/or parents that rely on you for their financial needs, you need to establish strategies for planned needs like college and retirement funding. More critical are your strategies for the unplanned and unpleasant: Death, Divorce, and Disability. Learn about various solutions available to help you manage and cope with such occurrences. This course will explore the short and long term actions you can take to assure your financial wealth is preserved and well managed. This course is taught by Practicing Mortgage and Financial Planning professionals. Wellesley Hills Campus. \$40

7810 WK497 TU/TH 3/24 and 3/26 6:00PM-8:00PM  
 7811 WK497 TU/TH 5/12 and 5/14 6:00PM-8:00PM

**SMART BORROWING TO REACH YOUR FINANCIAL GOALS**

Hitting the lottery may be the only means for two-thirds of Americans to retire comfortably. Today's financial crisis is forcing many to re-think and re-adjust their financial plan. Most people with modest incomes can accumulate wealth over a lifetime by developing financial habits today that will have big pay-offs in the future. This course will uncover the truths and myths on debt (i.e. credit cards, mortgages, etc.) and outline smart strategies for investing for college, retirement, and family estates. This course is taught by Practicing Mortgage and Financial Planning professionals. Framingham campus \$35

7783 WK490 300 SAT 2/21 9:00AM-12:00PM  
 7784 WK 490 301 SAT 4/25 9:00AM-12:00PM

**RAISING YOUR CREDIT SCORES FOR GREATER BORROWING LEVERAGE**

Borrowing to invest is critical in today's financial environment. A majority of decisions are based on one's credit score and report, which has only been for public review in the last seven years. This course covers the scoring range to identity protection, emphasizing many of the misconceptions created by companies focused on profiting from the confusion. Framingham Campus. Classes 2 Hours: Wednesday evenings. \$25

7812 WK498 WED 2/18 6:00PM-8:00PM  
 7818 WK498 WED 3/18 6:00PM-8:00PM  
 7819 WK498 WED 4/22 6:00PM-8:00PM  
 7820 WK498 WED 5/20 6:00PM-8:00PM

# CORPORATE EDUCATION COURSES

508-270-4106

## **NEW! THE KNOWLEDGE WORKER: CERTIFICATION PROGRAM**

10 Week Program—Two hours per session

The Knowledge Worker is one who works primarily with information or one who develops and uses knowledge in the workplace. Due to the constant industrial growth globally, there is increasing need for a capable workforce. A Knowledge Worker's benefit to a company is in the form of developing business intelligence, increasing the value of intellectual capital, gaining insight into customer preferences, and a variety of other important gains in knowledge that aid the business. Topics include: Introduction to the Knowledge Worker; Introduction to Six Sigma; Problem Solving; Data Analysis; Introduction to Lean; Developing Communication Skills; Managing Change; and Team Building. \$599

## **NEW! EXECUTIVE SEMINAR IN LEAN PRINCIPLES**

"The fundamentals of the LEAN system are applicable to every industry across the globe...[and] will have profound effect on human society – it will truly change the world." New York Times Magazine

Discover how lean eliminates waste, increases productivity, improves quality, on-time delivery and customer satisfaction. During these interactive sessions participants will explore traditional mass production and lean manufacturing through simulations. Gain first-hand experience with lean manufacturing tools and methods, such as measurables, visual factory, error proofing, standardize work, total productive maintenance, quick changeover, problem solving, and just-in-time production. Key lean measurables include Dock-to-Dock (DTD), Build to Schedule (BTS), First Time Through (FTT), Overall Equipment Effectiveness (OEE), Manufacturing Cycle Time (MCT), and Takt time. \$125

CP7785 HR320 WED 3/4 9:00AM-3:30PM

## **CERTIFICATE PROGRAM IN EFFECTIVE MANAGEMENT**

This Certificate Program is designed for new or seasoned managers and supervisors with a primary focus on improving upon the necessary skills needed to succeed at this level of leadership. (12 hrs) \$189

Wellesley Hills campus  
CP7786 HR300 WED 2/11, 2/25 9:00AM-3:30PM

Framingham campus  
CP7787 HR301 WED 4/15, 4/29 9:00AM-3:30PM

### **Modules include:**

#### **Coaching and Counseling Skills for Supervisors**

This module will provide participants with the knowledge and skills necessary to become better, more effective coaches and to optimize the results following a development coaching session. Discussion on how to improve individual and team performance through an empowering, employee-centered approach to coaching that makes leading more rewarding and satisfying.

#### **Listening Skills for Managers**

A fast paced, highly interactive module based on a proven adult learning model. The module consists of a brief theory presentation, followed by extensive exercises to reinforce concepts and a detailed debriefing at the conclusion of each exercise.

#### **Managing Conflict in the Workplace**

This module will provide participants with the knowledge and skills necessary for handling difficult situations that may arise with managers, peers, and employees. Topics include dealing with emotional behavior, resolving employee conflicts, dealing with resistance to change, confronting issues and building collaborative relationships.

#### **Stress Management & Time Management**

You and your employees will become aware of some causes of stress. Results of managing stress will help increase performance and morale, motivated employees, reduced absenteeism and low turnover. This module further explores what time management is and how participants can better manage their time. Topics include planning, prioritization, goal-setting, and dealing with interruptions, procrastination and clutter.

## **CERTIFICATE PROGRAM IN EXEMPLARY CUSTOMER SERVICE**

It is extremely important how staff treat our internal and external customers. It is also important to reflect upon how our customers consider our service. Help your staff to develop the necessary skills they need in order to handle normal and difficult customer situations. You add to that perceived value of the services which you provide, enhance your employees job performance and job satisfaction, while also cutting down on employee burnout. The course focuses on improving professionalism, professional image, improving customer service, changing behaviors and attitudes, customer loyalty, telephone etiquette, and customer email. 2 meetings Wellesley Hills campus \$199

CP7788 HR330 THU 3/12, 3/26 9:00AM-3:30PM

MassBay Corporate Training  
**SOLUTIONS THAT WORK**



## Corporate Education Courses

### SPANISH FOR HEALTH PROFESSIONALS

To acquire basic Spanish language skills in grammar, practical exercises, and vocabulary along with cultural understanding in order to provide culturally competent health care to Spanish-speaking patients and their families. In this metropolitan Boston area there is a large Hispanic population which makes Spanish very important in providing good health care. Framingham campus 8 meetings. \$199

7765 AP140 TUES 2/3 – 3/24 6:30PM-9:30PM

### TRANSITION FROM WORD 2003 TO 2007 IN BUSINESS

In this hands-on workshop you will explore Word 2007 while you will also learn how to do tasks you currently perform in Word 2003. Instructor led. Wellesley Hills campus. \$60

7714 CC61 080 WED 3/25 2:00PM-5:00PM

### TRANSITION FROM EXCEL 2003 TO 2007 IN BUSINESS

In this hands-on workshop you will explore Excel 2007 while you learn how to do tasks you currently perform in Excel 2003. Instructor led. Wellesley Hills campus. \$60

7715 CC62 080 TUE 4/7 2:00PM-5:00PM

### PERFECT PRONUNCIATION FOR BUSINESS PROFESSIONALS

This course is designed to help non-native speakers of English reduce their accent while working on pronunciation so that they can acquire a more natural sounding American accent. Speakers will feel more confident in expressing themselves orally. It combines American slang, idioms and expressions with basic English skills. By the end of the course students will sound remarkably different and more expressive. 6 weeks. \$150

7762 AP 108 300 TU/TH 1/20-3/12 6:00PM-8:00PM

### CONVERSATIONAL CHINESE

This course aims to build the students' abilities in listening and speaking. Starting from pronunciation at the beginner level, the course will help students master Mandarin grammar and sentence structures through oral practice. The elementary level conversation topics include greetings, self-introduction shopping, taking a taxi, asking directions, buying tickets and other important daily situations. 12 meetings. Wellesley Hills campus. \$199

7789 AP150 TU/TH 2/3-3/12 7:00PM-9:00PM

### CONVERSATIONAL PORTUGUESE

For business professionals who need to converse with their employees and members of the community. A conversational approach to everyday spoken Portuguese. No prior knowledge of Portuguese is required. 12 weeks. Framingham campus. \$199

7763 AP111 WED 3/11-5/27 7:00 PM-9:00 PM

### YOUR FINANCIAL FUTURE—A GUIDE FOR WOMEN

In this exciting course for women, you will learn the key concepts of wise money management with practical, easy-to-understand language and it uses examples that you can put into practice. Learn how to reduce your tax burden, maximize our investment returns, and plan for your future financial security. Areas of discussion include compound interest, stocks, bonds, mutual funds and tangible assets. Also included are risk management, retirement planning and estate planning. Wellesley Hills campus. 2 Hrs. \$25

7782 WK495 WED 3/25 2:30PM-5:30PM

### LEADING ORGANIZATIONS TO PERFORMANCE EXCELLENCE

Performance excellence is a common and vital theme to the success and sustainability of organizations. The primary objective of the New England Performance Excellence Initiative (NEPE Initiative).

The Office of Corporate & Community Education at MassBay is actively contributing to 'performance excellence' among public sector, private sector, for-profit and not-for-profit enterprises. We are sponsoring several workshops this spring.

#### MANAGING HUMAN RESOURCES PERFORMANCE - WORKSHOP

This half-day workshop will enable your organization to implement a highly effective Human Resources Performance Framework. A Performance Framework is a collection of synchronized Performance Objectives that are related to one another by a particular performance perspective (e.g.,) human resources. The Human Resources Performance Framework provides focus and context to all Human Resources initiatives across your organization, by linking related tasks to synchronized Performance Objectives. Wellesley Hills campus. \$110

HR 331 February 17, 2009 TUE 9:00AM-12:00PM

#### MANAGING TECHNOLOGY PERFORMANCE - WORKSHOP

This Performance Framework provides focus and context to all Technology initiatives across your organization, by linking related tasks to synchronized Performance Objectives to align all relevant individuals and departments. Wellesley Hills campus. \$110

HR 332 March 18, 2009 WED 9:00AM-12:00PM

#### MANAGING PEOPLE & TEAM PERFORMANCE - WORKSHOP

The People & Team Performance Framework provides focus and context to all People & Team Performance initiatives across your organization, by linking related tasks to synchronized Performance Objectives to align all relevant departments. Wellesley Hills campus. \$110

HR 333 April 21, 2009 TUE 9:00AM-12:00PM

#### MANAGING DEMAND GENERATION PERFORMANCE - WORKSHOP

The Demand Generation Performance Framework provides focus and context to all product and service Demand Generation initiatives across your organization, by linking related tasks to synchronized Performance Objectives to align all relevant departments. Wellesley Hills campus. \$110

HR 334 May 5, 2009 TUE 9:00AM-12:00PM

**MassBay Corporate Training**  
**SOLUTIONS THAT WORK**

**VIRTUAL EDUCATION SOFTWARE (VEST) ON-LINE COURSES**

MassBay Community College has partnered with Virtual Education Software to provide continuing education for teachers or parents on CD-ROM. These self-paced courses provide interactive instruction on strategies for working with children with special behavioral and learning needs and are easy to use from your computer's CD-ROM player. Each course instructor is available for professional or technical questions during "office hours" by email or a toll-free phone number with a guaranteed 24-hour response time. Courses are offered with accredited Professional Development Points (PDP's) that all licensed educators must earn in Massachusetts.

All courses in this section are 30 contact hours / =3.0 PDPs \$220

- Advanced Classroom Management: Children as Change Agents©
- Attention Deficit Disorder: Information & Interventions for Effective Teaching©
- Autism & Asperger's Disorder: Information & Effective Intervention Strategies
- Child Abuse: Working with Abused and Neglected Children©
- Drugs & Alcohol in School: Understanding Substance Use & Abuse©
- Educational Assessment: Assessing Student Learning in the Classroom©
- Inclusion: Working with Special Needs Students in Mainstream Classrooms©
- Infant and Toddler Mental Health: Issues and Information for Educators©
- Reading Fundamentals #1: An Introduction to Scientifically-Based Research©
- Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction©
- Talented and Gifted: Working with High Achievers©
- Traumatized Child: The Effects of Stress, Trauma and Violence on Student Learning©
- Teaching Diversity: Influences and Issues in the Classroom©
- Violence in Schools: Identification, Prevention, and Intervention Strategies©

All courses in this section are 45 contact hours/=4.5 PDPs \$289

- Behavior Is Language: Strategies for Managing Disruptive Behavior©
- Learning Disabilities: Practical Information for Classroom Teachers©
- Reading Fundamentals #3: The Elements of Effective Reading Instruction & Assessment©
- Understanding Aggression: Coping with Aggressive Behavior in the Classroom©

**CAREERTECS—HOME ELECTRONICS SPECIALIST**

For additional information and to register, go to:  
[www.instanttrain/massbay](http://www.instanttrain/massbay)

The Home Electronics Specialist curriculum is designed to fulfill the growing requirement for trained professionals in the area of Home Technology Solutions. The curriculum explores the design approach, working principles, processes, and standards that apply to the Home Technology industry. The curriculum equips students with skills essential for building long-term customer relationships, creating better sales opportunities, and providing efficient customer services.

Six courses comprise this program:

- Computer Applications
- Home Technology: Tools Products and Services
- Business Communication
- Customer Support
- Service Management
- Effective Sales Strategies

Take all six courses in full or take individual courses. \$900 for full course or \$150 per course.

**GATLIN EDUCATION ON-LINE COURSES**

For detailed course descriptions and  
to register, please visit:  
[gatlineducation.com/massbay](http://gatlineducation.com/massbay)

**HEALTHCARE AND FITNESS**

- **FITNESS BUSINESS MANAGEMENT (260 HOURS)**
- **HR FOR HEALTHCARE PROFESSIONALS (80 HOURS)**
- **HIPAA COMPLIANCE (12 HOURS)**
- **MEDICAL BILLING AND CODING (240 HOURS)**
- **EMERGENCY MANAGEMENT TRAINING (300 HOURS)**
- **MEDICAL TERMINOLOGY (60 HOURS)**
- **VET ASSISTANT (240 HOURS)**

**BUSINESS AND PROFESSIONAL**

- **BOOKKEEPING WITH QUICKBOOKS (140 HOURS)**
- **CERTIFIED WEDDING PLANNER (300 HOURS)**
- **PAY PER CLICK MARKETING (150 HOURS)**
- **PROJECT MANAGEMENT (40 HOURS)**

**IT AND SOFTWARE DEVELOPMENT**

- **AutoCAD 2009 (150 Hours)**
- **CISCO® CCENT® CERT. TRAINING (70 HOURS)**
- **COMP TIA™ SECURITY+ CERT. TRAINING (120 HOURS)**
- **FORENSIC COMPUTER EXAMINER (150 HOURS)**
- **MS CERT. APPLICATION SPECIALIST (120 HOURS)**
- **WEBMASTER (150 HOURS)**

**MANAGEMENT AND CORPORATE**

- **ENGLISH AS A SECOND LANGUAGE**
- **ENTREPRENEURSHIP: START-UP AND BUSINESS OWNER MANAGEMENT (360 HOURS)**

**MEDIA AND DESIGN**

- **INTERIOR DESIGN (350 HOURS)**
- **VIDEO GAME ART (300 HOURS)**
- **VIDEO GAME DESIGN & DEVELOPMENT (500 HOURS)**

**SKILLED TRADES AND INDUSTRIAL**

- **HOME INSPECTION (200 HOURS)**

# ED2GO ONLINE COURSES

All courses \$119 each.  
To Register, Go To: [WWW.ED2GO.COM/MBCC](http://WWW.ED2GO.COM/MBCC)

*Take a course in the convenience of your home! Non-credit education through the internet at MassBay. Update your skills, discover a new talent or chart a career path at your own pace with our instructor-led online courses. Each course runs for 6 weeks and consists of 12 lessons. All you need to get started is Internet access, an email address and a web browser.*

## THE INTERNET

Achieving Top Search Engine Positions  
Introduction to Outlook 2003  
Introduction to the Internet  
Learn to Buy and Sell on eBay  
Start Your Own eBay Drop Off Store

## WEB PAGE DESIGN

Achieving Top Search Engine Positions  
Creating Web Pages (HTML)  
Designing Effective Websites  
Introduction to CSS and XHTML  
Introduction to Microsoft FrontPage 2003  
Introduction to Flash 8

Web Page Design: Dreamweaver  
Introduction to Dreamweaver MX2004  
Introduction to Dreamweaver 8  
Introduction to Dreamweaver CS3  
Intermediate Dreamweaver CS3  
Imaging for the Web Using Fireworks MX 2004

## WEB GRAPHICS AND MULTIMEDIA

Drawing for the Absolute Beginner  
Introduction to C# Programming  
Introduction to CorelDraw X3

## WEB AND COMPUTER PROGRAMMING

Introduction to Java Programming  
Introduction to Perl Programming  
Introduction to PHP and MySQL  
Introduction to Visual Basic 2005

## BASIC COMPUTER LITERACY

101 Tips/Tricks for iMac  
Computer Skills for the Workplace  
Introduction to Windows XP  
Introduction to Windows Vista  
Introduction to Linux  
Keyboarding

## COMPUTER APPLICATIONS

Introduction to Crystal Reports 10  
Performing Payroll in QuickBooks 2006  
Introduction to QuickBooks 2007  
QuickBooks 2007 for Contractors  
Introduction to QuickBooks 2008  
Introduction to Microsoft Office Accounting Professional 2008

## COMPUTER APPLICATIONS: MICROSOFT 2003

Introduction to Microsoft Word 2003  
Introduction to Microsoft Excel 2003  
Intermediate Microsoft Excel 2003  
Advanced Microsoft Excel 2003  
Introduction to Microsoft Access 2003  
Intermediate Microsoft Access 2003  
Introduction to Microsoft PowerPoint 2003  
Introduction to Microsoft Publisher 2003  
Introduction to Microsoft Outlook 2003

## COMPUTER APPLICATIONS: MICROSOFT 2007

Introduction to Microsoft Word 2007  
Introduction to Microsoft Excel 2007  
Introduction to Microsoft Access 2007  
Introduction to Microsoft PowerPoint 2007  
Introduction to Microsoft Outlook 2007

## DESKTOP PUBLISHING AND IMAGING

Design Projects for Adobe Illustrator CS2  
Introduction to Photoshop CS3  
Introduction to Publisher 2007  
Photographing People with your Digital Camera

## COMPUTER TROUBLESHOOTING & NETWORKING

Introduction to PC Troubleshooting  
Creating a Home or Small Office Network  
Introduction to Networking  
Wireless Networking  
Introduction to PC security

## COMPUTER PROGRAMMING & DATABASE MANAGEMENT

Introduction to Database Development  
Introduction to SQL  
Introduction to Oracle  
C++ for the Absolute Beginner  
Introduction to Perl Programming  
Creating User Requirements Documents

## DIGITAL PHOTOGRAPHY

Discover Digital Photography  
Photoshop Elements 5.0 for the Digital Photographer  
Secrets of Better Photography  
Photoshop CS3 for the Digital Photographer

**LANGUAGES**

- Speed Spanish
- Instant Italian
- Beginning Conversational French
- Grammar for ESL
- Writing for ESOL
- An Introduction to Teaching ESL/EFL

**WRITING COURSES FOR BUSINESS PROFESSIONALS**

- Fundamentals of Technical Writing
- The Keys to Effective Editing
- Grammar Refresher
- Effective Business Writing
- The Craft of Magazine Writing
- Research Methods for Writers
- Business Marketing Writing
- Resume Writing Workshop

**WRITING COURSES FOR WRITERS**

- Beginner's Guide to Getting Published
- Write Like a Pro
- Pleasures of Poetry
- Travel Writing
- Publish It Yourself: How to Start and Operate Your Own Publishing Business
- Beginning Writer's Workshop
- Writing for Children

**ENTERTAINMENT INDUSTRY CAREERS**

- Get Funny
- Music Made Easy
- Get Paid to Travel

**GRANT WRITING & NONPROFIT MANAGEMENT**

- A to Z Grant-writing
- Advanced Grant Proposal Writing
- Introduction to Nonprofit Management
- Get Grants
- Writing Effective Grant Proposals

**BUSINESS PLANNING & ENTREPRENEURIAL COURSES**

- Creating a Successful Business Plan
- Growing Plants for Fun and Profit
- Learn to Buy and Sell on eBay
- Marketing your business on the Internet
- Start and Operate Your Own Home-based Business
- Start Your Own Consulting Practice
- WOW! What a Great Event

**SALES & MARKETING**

- Professional Sales Skills
- Effective Selling
- Business Marketing Writing
- Principles of Sales Management

**ACCOUNTING**

- Accounting Fundamentals
- Accounting Fundamentals II
- Creating a Successful Business Plan

**BUSINESS ADMINISTRATION AND MANAGEMENT**

- Administrative Assistant Fundamentals
- Administrative Assistant Applications
- Customer Service Fundamentals
- Successful Construction Business Management
- Understanding the Human Resource Function

**PERSONAL & CAREER DEVELOPMENT**

- Achieving Success with Difficult People
- Communicating Like a Leader
- Computer Skills for the Workplace
- Effective Business Writing
- Get Assertive
- Merrill Ream Speed Reading

**PERSONAL FINANCE/WEALTH BUILDING**

- Debt Elimination Techniques That Work
- Introduction to Stock Options
- Personal Finance
- Stocks, Bonds, and Investing
- Where does all my money go?

**HEALTH CARE, NUTRITION AND FITNESS**

- Become a Veterinary Assistant
- Become a Veterinary Assistant III: Practical Skills
- Introduction to Natural Health and Healing
- Luscious, Low-Fat, Lightning-Quick Meals
- Medical Terminology: A Word Association Approach

**FAMILY & PERSONAL ENRICHMENT**

- Genealogy Basics
- Merrill Ream Speed Reading
- Luscious, Low-Fat, Lightning-Quick-Meals

**CHILD CARE & PARENTING**

- Enhancing Language Development in Childhood
- Understanding Adolescents
- Guiding Kids on the Internet

**ART, HISTORY, PSYCHOLOGY, AND LITERATURE**

- Enjoying European Art On-line
- Drawing for Absolute Beginner
- Histories of Women Writers

**MATH, PHILOSOPHY, SCIENCE**

- Everyday Math
- Introduction to Algebra

**ED2GO ONLINE COURSES**



# SOLUTIONS That Work



Want to boost productivity?  
 Need to build skills for the new economy?  
 Want to develop a more efficient workforce?  
 Looking to increase customer satisfaction?  
**Then come to MassBay!**

Our **Office of Corporate and Community Education** will customize professional development training programs to address your particular requirements. Whether a workshop or a custom-made certificate training program, we will work with you to develop a best fit solution designed exclusively for your organization.

Here is just a sample of our **professional development** and **productivity courses**. Skills training customized to fit your needs.

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| ESL                               | Customer Service/Sales             |
| Delegating                        | Personal Development               |
| Diversity                         | Presentation Skills                |
| Developing Performance Goals      | Problem Solving—8 Disciplines (8D) |
| Effective Business Writing Skills | Professionalism in the Office      |
| Teams & Team Building             | Project Management                 |
| Data Analysis                     | Team Tools—The Knowledge Worker    |
| 5S & Continuous Improvement       | Action Planning Matrix             |
| Introduction to Lean              | Problem Solving                    |

<p>Contact :</p> <p>Wayne K. Johnson, Dean          Corporate &amp; Community Education          (508) 270 – 4106  <a href="mailto:wjohnson2@massbay.edu">wjohnson2@massbay.edu</a></p>	<p>Irene Donoghue, Director          Business &amp; Industry          (781) 239 – 2581  <a href="mailto:idonoghue@massbay.edu">idonoghue@massbay.edu</a></p>
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**Delivering Solutions for Today's Workforce**

*your DREAMS.*

*our MISSION.*

# OPEN HOUSE

**Saturday, May 2, 2009**  
10:00 a.m. - 12:00 p.m.

Wellesley Hills campus  
50 Oakland St., Wellesley Hills, MA

Please RSVP • Call 781-239-2506  
to reserve your seat now!

[www.massbay.edu](http://www.massbay.edu)



- *Learn about our day and evening associate degree & certificate programs*
- *Come see our state-of-the-art facilities*  
*- Campus tours of classrooms and labs*
- *Meet faculty, staff and current students*  
*- We're here to answer your questions!*
- *Brunch will be served throughout the event*

 **MASSBAY**  
COMMUNITY COLLEGE

*Your dreams. Our mission.*

Offering associate degree & certificate programs, as well as non-credit and specialized business & industry programming.

# SPRING 2009 INFORMATION SESSIONS

## NURSING & HEALTH PROFESSIONS

Find out about all Nursing and Health Professions Programs. Seating is limited! **Call 781-239-2505 to reserve your seat!** Late arrivals may be asked to attend another session. Child care is not provided.

Tuesday	Jan. 6, 2009	10:00AM	Wellesley Hills
Tuesday	Jan. 13, 2009	4:00PM	Framingham
Tuesday	Feb. 10, 2009	10:00AM	Framingham
Wednesday	Feb. 18, 2009	12:00PM	Framingham
Tuesday	March 3, 2009	10:00AM	Framingham
Wednesday	March 18, 2009	4:00PM	Wellesley Hills
Monday	March 30, 2009	10:00AM	Framingham
Tuesday	April 7, 2009	10:00AM	Framingham
Wednesday	April 22, 2009	11:30AM	Wellesley Hills
Tuesday	April 28, 2009	4:00PM	Framingham
Monday	May 11, 2009	10:00AM	Framingham
Friday	May 22, 2009	10:00AM	Wellesley Hills
Wednesday	June 3, 2009	10:00AM	Framingham
Tuesday	June 16, 2009	4:00 PM	Framingham

## AUTOMOTIVE TECHNOLOGY

### BMW – Chrysler – General Motors – Toyota-Lexus

Seating is limited! **Call 781-239-2510 to reserve your seat!**

Wednesday	Jan. 7, 2009	4:00PM	Ashland
Tuesday	Jan. 27, 2009	4:00PM	Ashland
Tuesday	Feb. 17, 2009	10:00AM	Ashland*
Wednesday	March 4, 2009	4:00PM	Ashland
Thursday	March 19, 2009	4:00 PM	Ashland
Thursday	April 2, 2009	4:00 PM	Ashland
Thursday	April 23, 2009	10:00 AM	Ashland*
Wednesday	May 6, 2009	4:00 PM	Ashland
Wednesday	May 20, 2009	4:00 PM	Ashland
Friday	June 5, 2009	10:00 AM	Ashland
Friday	June 19, 2009	10:00 AM	Ashland*

\* Placement testing will be available following information session.

## MEET & GREET SESSIONS

Find out about admission to non-restricted associate degree and certificate programs including: business, education, engineering, liberal arts, human services, science, and technology.

**Call 781-239-2506 to reserve your seat!**

Wednesday	Jan. 14, 2009	4:00PM	Wellesley Hills
Tuesday	March 10, 2009	4:00PM	Framingham
Thursday	April 23, 2009	11:00 AM	Wellesley Hills

## SPRING OPEN HOUSE

**SATURDAY, MAY 2, 2009**

**10:00AM – 12:00PM • WELLESLEY HILLS CAMPUS**

Wellesley Hills 50 Oakland Street, Wellesley Hills, MA 02481-5307 • Framingham 19 Flagg Drive, Framingham, MA 01702-5928 • Automotive Tech Center 250 Eliot Street, Ashland, MA 01721-2389



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# MASSBAY SPRING 2009 COURSE SCHEDULE

## REGISTRATION FORM

Today's Date \_\_\_\_\_ Program or area of interest \_\_\_\_\_

Social Security Number \_\_\_\_\_

First Name \_\_\_\_\_ Middle \_\_\_\_\_

Last Name \_\_\_\_\_

Sex:  Male  Female Birth Date: (mm/dd/yy) \_\_\_\_\_

College ID# \_\_\_\_\_

Ethnic Group:  American Indian or Alaskan Native  Asian or Pacific Islander

Black (not of Hispanic origin)  Cape Verdean  Hispanic  White

Other \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Country \_\_\_\_\_  Check box if address has changed

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Cell ( \_\_\_\_\_ ) \_\_\_\_\_

Business ( \_\_\_\_\_ ) \_\_\_\_\_ Ext. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_  Home  Business

Residency Status:  MA Resident  Non-Resident – Visa Status: \_\_\_\_\_

A copy of the Alien Resident Card must be received for in-state tuition.

## CLASSES BEGIN 1/20/09

**Register by mail, fax or in person.**  
If you have a username/password, you can register online at [www.massbay.edu](http://www.massbay.edu).

**Payment for courses is due in full at time of registration.**

Payment arrangements can be made by contacting the Student Accounts Office at 781-239-2540.

### Wellesley Hills Campus

50 Oakland Street  
Wellesley Hills, MA 02481-5307  
Tel: 781-239-3000  
TTY: 781-239-2452  
FAX Registrar's Office: 781-239-2525

### Framingham Campus

19 Flagg Drive  
Framingham, MA 01702-5928  
Tel: 508-270-4050  
FAX: 508-872-4067

### Automotive Technology Center

250 Eliot Street,  
Ashland, MA 01721-2389  
Tel: 508-881-9393 Fax: 508-881-9210

Class Number	Course ID/Section	Course Title	Days	Campus	Credits	Amount

Please include a \$40 administrative fee to your total if you are enrolling in any credit class(es). See page 4 for description of fees. Payment in full is due at the time of registration.

**Total:**

Signature of Advisor \_\_\_\_\_ Date \_\_\_\_\_

(Required for ALL day course registration)

Visa  MasterCard  Discover is accepted for payment. Amount to be charged \$ \_\_\_\_\_

Credit Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Check [www.massbay.edu](http://www.massbay.edu) for the latest course updates & changes!**

The student is responsible for meeting all the graduation requirements for the program. Please be advised that additional fees may be applied to your bill. Anyone who registers, in any acceptable way, and fails to attend classes is still subject to full tuition/fee charges. Students must officially withdraw from class in order to be reimbursed according to the refund schedule printed on page 3.

• REMEMBER TO SUBMIT BOTH SIDES OF THE REGISTRATION FORM •

**MASSACHUSETTS COMMUNITY COLLEGES - IN-STATE TUITION ELIGIBILITY FORM**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

SSN# or Student I.D. Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No. If not, please complete the following:

Are you a Permanent Resident? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, list alien registration number: \_\_\_\_\_)

If you are not a U.S. Citizen or Permanent Resident, please state your Visa or immigration status in detail: \_\_\_\_\_

**Please check the in-state or reduced tuition eligibility category that**

\_\_\_\_\_ I have been a Massachusetts resident for six (6) continuous months and intend to remain here.

As proof of my **intent to remain in Massachusetts**, I possess at least 2 of the following documents, which I shall present to the institution upon request. These documents\* are **dated within one (1) year of the** start date of the academic semester **for** which I seek to enroll (except possibly for my high school diploma). The institution reserves the right to make any additional inquiries regarding the applicant's status and to require submission of any additional documentation it deems necessary. **Please check-off those documents you possess as proof of your intent to remain in Massachusetts.**

_____ Valid Driver's license	_____ Utility bills*	_____ Employment pay stub*
_____ Valid Car registration	_____ Voter registration*	_____ State/Federal tax returns*
_____ Mass. High School Diploma	_____ Signed lease or rent receipt*	_____ Military home of record*
_____ Record of parents' residency for unemancipated person*	_____ Other _____	

\_\_\_\_\_ I am an eligible participant in the New England Board of Higher Education's Regional Student Program.

\_\_\_\_\_ I am a member of the armed forces (or spouse or unemancipated child) on active duty in Massachusetts.

**Certification of Information**

I certify that this information is true and accurate. I understand that any misrepresentation, omission or incorrect information shall be cause for disciplinary action up to dismissal, with no right of appeal or to a tuition refund.

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature (Applicant is Under 18 Years Old): \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY – DO NOT WRITE IN THIS BOX**

I have reviewed the above information in order to determine this individual's eligibility to receive the in-state tuition rate. Based on my review I have determined that this individual:

\_\_\_\_\_ IS eligible for the in-state tuition rate.

\_\_\_\_\_ IS NOT eligible for the in-state tuition rate.

\_\_\_\_\_ I am unable to make a determination at this time. The following additional information has been requested from the applicant: \_\_\_\_\_

Authorized College Personnel: \_\_\_\_\_ Date \_\_\_\_\_