Adobe Acrobat Professional
This course will teach students fundamental concepts and terminology and the basic features of Adobe Acrobat Pro. Students will learn PDF basics and explore the Acrobat interface. They will explore how to navigate and organize PDF documents, create a PDF document from within Acrobat, create PDF documents from within other applications such as word processors and create documents from web pages. Wellesley Campus $185 (Maximum 15 students).

4338 HR309 301 W Dec. 30 8:30 am – 3:30 pm
4335 HR309 300 W Jan. 27 8:30 am – 3:30 pm

Best Practices of an Administrative Professional
What does it take to be a professional Administrative Assistant? How do you achieve balance throughout the day working on multiple projects with other team members and maybe more than one boss? This program will cover the best practices of administrative professionals. We will use DISC to see how different behavior styles function and how to best interact with each, both orally and in written form; how to positively reinforce others’ perceptions of us as professionals; how to identify language traps and make better choices; and finally, we’ll talk about setting expectations with bosses and teammates, especially in terms of delegation of projects. Wellesley Campus $99

4334 HR 314 F Feb. 5 9 am – 12 pm

Process vs. Product: Developmentally Appropriate Art Activities in Early Childhood
Participants will learn appropriate art activities to use with young children. Hands-on exploration of materials will be included; Understand how art experiences enhance children’s physical, cognitive, and social/emotional development; Know how these creative art processes meet NAEYC Accreditation Criteria for Curriculum Standards; Develop an understanding of why process art should be part of the daily schedule; and research and professional knowledge on creativity and developmental milestones will be presented as a basis for determining the need for daily art experiences. Participants will return to their programs with new ideas for how to include daily art activities that are appropriate for toddlers and that will enhance their overall development. Training will take place on the Framingham campus. $115 (Maximum 25 students).

4309 HR317 M Feb. 8 6-9PM Room 108

First Time Manager – Part 1
The Supervisory Management Training Program Part 1 is designed to provide a basic and practical understanding of the principles of effective leadership and how to implement those principles in everyday situations that the First Time Manager may encounter. We will focus in detail on how managers become managers; settling into your new position and how to use your new authority; building trust and confidence with direct reports; showing appreciation; one of the best kept secrets of successful managers – active listening; pitfalls to avoid; dealing with your boss; choosing a managerial style that compliments your responsibilities with your personality; team building; dealing with problem employees; interviewing and hiring; training; working with HR; managing change and dealing with resistance; legal awareness; harassment; workers with special needs; building relationships, loyalty and motivation; integrity; and how to address generation gaps. Wellesley Campus $125

4310 HR318 Th Feb. 11th & 18th 6 – 8 pm

First Time Manager – Part 2
The Supervisory Management Training Program Part 2 will continue to provide a basic and practical understanding of the principles of effective leadership and how to implement those principles in everyday situations that the First Time Manager may encounter. We will explore the reasons behind job descriptions; performance review tools; doing effective performance reviews; goal setting and prioritizing; the strategies involved with goal setting; S.M.A.R.T. goals; developing department goals and individual goals; keeping on track with goals; after-action review of goals; self improvement for a manager; emotional intelligence; time management; making mistakes; communication skills; using the “grapevine” to your advantage; how to effectively delegate; keeping your sense of humor; planning and leading effective meetings; dealing with stress on the job; maintaining your balance; discussing what is “class” in the workplace and the importance of maintaining dignity to all employees. Wellesley Campus $125

4311 HR319 Th Feb. 25th & Mar 4th 6 – 8 pm
FOR THE ENERGY CONSCIOUS - SOLAR POWER WORKS FOR BUSINESS!
Renewable energy is one of the bright spots in today’s challenging economy. Learn how and why solar power is helping businesses control energy costs, improve cash flow, and make a positive environmental statement. Commercial solar photovoltaic systems generate clean renewable electricity, attractive financial returns, and positive public opinion. Tight economic times require prudent investments – solar can offer immediate cost savings, long term energy cost control, and rapid ROI. For many businesses, understanding the myriad system options, incentive programs, and tax incentives can be a costly and complex process without a clear plan. Today’s state and federal programs are designed to stimulate solar investments. We’ll explain how they work. By the end of the discussion, you’ll walk away knowing “How Solar Power Works for My Business!” (2 hours) Wellesley Campus $50
4312 HR425 T Feb. 16 9 am – 11 am

NETWORKING 101
Are you networking but not succeeding? Do you attend networking events regularly and wonder what all the fuss is about? Are you getting the results you want . . . or do you think it’s just something that will ever work for you? Networking is a learned activity, but most folks just plunge in without ever learning the basics. In this two-hour program, we’ll explore the ways that we sabotage our own efforts, and learn how to make this very popular and useful activity work for us. Wellesley Campus $75
4313 HR346 W Feb. 24 6-8 pm

United States Citizenship Review Course
The course will meet once a week for six weeks, to review the key areas of the U.S. Citizenship exam. These areas include the branches of government, the President and head executives, the Constitution, Pilgrims, colonies, the Declaration of Independence, the Revolutionary War, Civil War and Abraham Lincoln. Framingham campus $225
4323 HR357 W Feb. 24 – March 31 7 – 9 pm

Working in High Performance Teams
Effective teamwork is critical to the success of any organization. It creates a more efficient way of working, helps keep an organization competitive and maximizes people’s diverse skills. However, along with the benefits also come several challenges. In this course you will learn how to mitigate these challenges and work effectively in a team environment. Wellesley Campus $99
4322 HR356 F Feb. 26 9:30 am – 12:30 pm

Office Upgrade 2007
Learn the differences and enhancements from older versions of Microsoft Office programs to the new MS Office 2007. Overall changes to MS Word, Excel, PowerPoint and Outlook will be explored. Wellesley Campus $99
4314 HR347 M March 1 9:30 am – 12:30 pm

Business Writing / Grammar Refresher
Do you write e-mail? Letters? Memos? Do you really know the basic principles that govern the best business writing? How about active and passive voice? Power verbs? Parallel construction? Are you comfortable with all the major punctuation marks? Do you believe that spell check always knows what’s going on in your documents? This two-part refresher is geared towards busy adults who need a quick update on the basics they were taught back in school. The grammar portion will cover several uses for commas, dashes, colons and semicolons, and quotation marks, as well as difficult words such as affect and effect. The business writing portion will cover writing for your audience, shortening and strengthening your documents, and concepts such as active and passive voice. Wellesley Campus $99
4315 HR348 W March 10 1-4 pm

Introduction to MS Access 2007
This introductory class will unravel the mystery of working with a relational database, planning a database, building the basic structure, working with tables and working with data. Wellesley Campus $99
4317 HR352 M March 22 9:30 am – 12:30 pm
Sales Strategies For Opening New Accounts
This program is designed to appeal to anyone with an interest in a career in outside sales. The course content will be flexible enough for both the new salesperson and the more seasoned professional looking for new strategies that will help them attain a new level of success. As companies downsize and more responsibility is placed on fewer people within an organization, a new approach for gaining access to the decision maker’s time is needed. This course will cover the sales account entry campaign with the primary focus being the learning of the skill of targeting companies where you will have a high likelihood of success using a “value proposition” approach that differentiates you from your competition. A value proposition approach to sales basically establishes a result that is beneficial to the prospect and dismisses previous strategies where the salesperson “dumps” all of their products and services onto the prospect hoping that something mentioned will be of interest to the prospect. Wellesley Campus $150

BENEFITS:
- Modify & strengthen your value proposition for maximum appeal to decision makers
- Identify actual decision makers and utilize gatekeepers
- Create and deliver voice mail messages, emails, and letters to get the decision maker’s attention

4316 HR349 T March 23, 30, Apr 6 6 – 8 pm

Time and Priority Management
Are you struggling to manage all of the competing demands that fill your day? Does your day end and you’re not quite sure what you got accomplished? Are you having difficulty deciding which tasks and responsibilities to focus on? This course is designed to show you how to become more organized, get more accomplished, have more balance and feel more in control. Learn strategies to decide on your priorities and be productive and efficient with your time. Wellesley Campus $99.

4336 HR427 F March 26 9:30 am – 12:30 pm

Intermediate MS Access 2007
This intermediate Access course will begin with a basic database review and move onto creating and working with queries, create and use forms, as well as create and use reports. Wellesley Campus $99

4318 HR353 M April 5 9:30 am – 12:30 pm

Introduction to AutoCAD
AutoCAD is an industry-standard tool for Computer Aided Design (CAD) and is widely utilized by the architectural and engineering community. This six week course (18 hours) will cover AutoCAD basics including a discussion on the AutoCAD interface, sketching tools and techniques, as well as creating projections, views, dimensioning, notes in the model space and printing on paper. Wellesley Campus $325

4319 HR354 T April 6 – May 11 5 – 8 pm Room 320

Desktop Dining
Are you running out of the house first thing in the morning with a cup of coffee saying, “I’ll grab something at the office...or on the way”? Once at your desk for probably eight hours, there are phone calls, emails, work. Then off running to meetings with no lunch, vending machine or a local fast food place? After work, it is off to a class or sporting event right from the office. No time for a home cooked meal? Like many of us we have more to do and less time to do it. Eating healthy should not be put aside especially with the stress of rushing about with life’s activities. Learn how to stock your pantry, car, backpack, briefcase and office with healthy staples and snacks so you don’t go hungry. Learn short cuts in preparing healthy meals for you and your family for a week of healthy eating. Learn how to order and choose healthy items no matter where you are. Wellesley Campus $ 50

4320 HR355 300 T April 13 6-8 pm
4321 HR355 301 M May 17 11-1 pm

Manage Data Using MS Excel
Learn to sort, filter and manage data lists in a variety of ways using MS Excel 2007. Use your data to create mail merge document such as letter, labels and envelopes. Wellesley Campus $99

4324 HR 324 M May 3 9:30 am – 12:30 pm
Administrative Assistant Certificate Training Track

Best Practices of an Administrative Professional
What does it take to be a professional Administrative Assistant? How do you achieve balance throughout the day working on multiple projects with other team members and maybe more than one boss? This program will cover the best practices of administrative professionals. We will use DISC to see how different behavior styles function and how to best interact with each, both orally and in written form; how to positively reinforce others’ perceptions of us as professionals; how to identify language traps and make better choices; and finally, we’ll talk about setting expectations with bosses and teammates, especially in terms of delegation of projects. Wellesley Campus $99

4334 HR314  F  Feb. 5  9 am – 12 pm

Working in High Performance Teams
Effective teamwork is critical to the success of any organization. It creates a more efficient way of working, helps keep an organization competitive and maximizes people’s diverse skills. However, along with the benefits also come several challenges. In this course you will learn how to mitigate these challenges and work effectively in a team environment. Wellesley Campus $99

4322 HR356  F  Feb. 26  9:30 am – 12:30 pm

Business Writing / Grammar Refresher
Do you write e-mail? Letters? Memos? Do you really know the basic principles that govern the best business writing? How about active and passive voice? Power verbs? Parallel construction? Are you comfortable with all the major punctuation marks? Do you believe that spell check always knows what’s going on in your documents? This two-part refresher is geared towards busy adults who need a quick update on the basics they were taught back in school. The grammar portion will cover several uses for commas, dashes, colons and semicolons, and quotation marks, as well as difficult words such as affect and effect. The business writing portion will cover writing for your audience, shortening and strengthening your documents, and concepts such as active and passive voice. Wellesley Campus $99

4315 HR348  W  March 10  1-4 pm

Time and Priority Management
Are you struggling to manage all of the competing demands that fill your day? Does your day end and you’re not quite sure what you got accomplished? Are you having difficulty deciding which tasks and responsibilities to focus on? This course is designed to show you how to become more organized, get more accomplished, have more balance and feel more in control. Learn strategies to decide on your priorities and be productive and efficient with your time. Wellesley Campus $99.

4336 HR427  F  March 26  9:30 am – 12:30 pm

Intermediate MS Access 2007
This intermediate Access course will begin with a basic database review and move onto creating and working with queries, create and use forms, as well as create and use reports. Wellesley Campus $99

4318 HR353  M  April 5  9:30 am – 12:30 pm

Manage Data Using MS Excel
Learn to sort, filter and manage data lists in a variety of ways using MS Excel 2007. Use your data to create mail merge document such as letter, labels and envelopes. Wellesley Campus $99

4324 HR 324 300  M  May 3  9:30 am – 12:30 pm