

HEALTH SERVICES

CPR TRAINING FOR HEALTH CARE PROVIDERS: AMERICAN HEART ASSOCIATION

All healthcare professionals should maintain their CPR training. 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**

Full CPR Initial Training \$75

1082	CU 104 300	SAT	6/12	8:00AM -2:00PM
1136	CU 104 302	SAT	6/26	8:00AM -2:00PM
1138	CU 104 303	SAT	7/10	8:00AM -2:00PM
1552	CU 104 304	SAT	7/24	8:00AM -2:00PM
1554	CU 104 305	SAT	8/7	8:00AM -2:00PM
1812	CU 104 306	SAT	8/14	8:00AM -2:00PM

CPR Renewal \$50

1084	CU 103 300	THU	6/24	5:00PM-9:00PM
1086	CU 103 301	THU	8/5	5:00PM-9:00PM

ENHANCED READING METHODS FOR HEALTH PROFESSION STUDENTS

This course is designed for students who are interested in MassBay's Health Profession Programs and to prepare them to perform their best on the college's Reading Assessment Test. Prepares students in reading passages for specific details, identifying main ideas, determining author's purpose, making inferences and identifying relationships among ideas. Permission required by the Associate Director of Advising. 9wks **Framingham \$150**

1118	WK 185 300	TUE	6/22-8/17	6:00PM-8:00PM Fram
1918	WK 185 301	WED	7/7-8/11	4:00PM-7:00PM Well

MATH FOR MEDS FOR PRE NURSING & HEALTH PROFESSION STUDENTS

In this workshop, calculations related to the preparation and administration for medications is presented. The workshop reviews basic math (fractions, decimals) and systems of measurement (metric, apothecary, and household) as they apply to the calculation of dosages and intravenous flow rates. Problem solving skills using the method of dimensional analysis are presented and reinforced with ample practice. 3wks **Framingham \$75**

1194	CU900 300	TUE	7/6, 7/13, 7/20	6:00PM-8:00PM
1252	CU900 301	WED	7/7, 7/14, 7/21	6:00PM-8:00PM
1702	CU900 302	TUE	8/3, 8/10, 8/17	6:00PM-8:00PM
1930	CU 900 303	WED	8/4, 8/11, 8/18	6:00PM-8:00PM

EATING HEALTHY for BUSY PEOPLE- GOOD NUTRITION

Do you know what carbs to eat? Do you know how to figure out how much to eat to fuel your body and your mind? Learn how to choose health foods no matter where you are.

Class One: Learn the basics of nutrition, covering macronutrients and their importance. Carbohydrates, Protein, healthy fats. We will discuss the important balance of hydration, sleep, stress, exercise, nutrition.

Class Two: Reading a food label, tips on eating healthy no matter where you are, ordering out, how to stock up on staples and what to have in your pantry. 2 days **Framingham campus \$75**

1919	WK385	TUE	7/20, 7/27	6:00PM-8:00PM
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DESKTOP DINING

Are you multi-tasking with your eyes glued to the monitor, checking emails, mouse-clicking, and munching your lunch? Do you hit the vending machine for your lunch break? Lack of time is usually why individuals give up on health eating. But you don't have to. Learn health snack ideas to hold you over until your next meal. Let's make time for healthy eating. 1 day **Wellesley Campus \$50**

1926	HR355 300	THU	7/15	6:00PM-8:00PM
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NEW! NAVIGATING the NURSING HOME PROCESS

This can often be a trying and confusing time so come learn how to navigate the nursing home process. Start with pre-admission, basic insurance coverage; level of care placement and the reality of what daily life consist of within the nursing facility. Dispel common myths and lean the facts. 2 days **Wellesley Hills campus \$50**

1910 WK213 SAT 6/12, 6/26 9:30am-12:30pm

“Online Courses in Healthcare”

- Medical Coding (US) \$119 www.ed2go.com/mbcc
- Intro to Natural Health & Healing \$119 www.ed2go.com/mbcc
- Medical Terminology: A Word Association Approach \$119 www.ed2go.com/mbcc
- Medical Transcription \$119 www.ed2go.com/mbcc
- Lose Weight and Keep it Off \$119 www.ed2go.com/mbcc

BUSINESS SKILLS

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? 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. 1 day **Wellesley Campus \$99**

1920 HR314 300 WED 6/16 1:00 am – 4:00 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. 1 day **Wellesley Campus \$99.**

1921 HR427 300 WED 6/23 1:00pm – 4:00pm

CORE MATHEMATICS SKILLS

Brush up on your math skills if....you are planning to go to college....don’t remember your high school Algebra! 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 \$299**

1754 AP119 300 M/W 5/24-7/12 6:30PM-8:30PM

“Online Courses in Business”

- Achieving Success with Difficult People \$119 www.ed2go.com/mbcc
- Building Teams that Work \$119 www.ed2go.com/mbcc
- Fundamentals of Supervision & Management \$119 www.ed2go.com/mbcc
- Going Green in the Workplace \$119 www.ed2go.com/mbcc
- Leadership \$119 www.ed2go.com/mbcc
- Effective Business Writing \$119 www.ed2go.com/mbcc

Microsoft WORD SERIES 2007

Learn the basics of word processing; learn how to create documents, develop good editing techniques, format documents, and spell check, saving documents, printing and more. Certificate of Completion is awarded. 1 day **Wellesley Hills campus \$150**

1905 CC 28 300 SAT 6/5 9:00AM-1:00PM



Microsoft 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.

Certificate of Completion is awarded. 2 days **Wellesley Hills campus \$150**

1906 CC 33 301 SAT 6/12, 6/26 9:00AM-1:00PM

ORGANIZE & BACKUP - CRISIS PREVENTION

“Backing up”, how many times have you heard computer professionals preach this before a crisis happens? The class will teach you how to organize your files and documents; identify the files you need to save; find out how much space the files use up on your computer; email backup, automated backup, where your files are saved and more. It is suggested that if you have a laptop (PC’s only, no Macs) to bring it for a “hands on” approach. 2 days **Wellesley Hills campus \$75**

1908 CC17 300 TUE 7/13, 7/20 6:30PM-9:00PM

MARKETING FUNDAMENTALS

A concentrated program to introduce and describe basic marketing principles. Emphasis on how to identify and apply effective marketing strategies to the students’ careers and professional endeavors. An understanding of marketing foundations and the critical importance of relationship-building will be investigated. 6 wks **Wellesley Hill campus \$225**

1925 WK115 300 THU 7/8 – 8/12 6:00PM-9:00pm

BASIC ENGLISH AS A SECOND LANGUAGE

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

TOEFL Preparation will prepare you to take the new 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 actually appear on the test. You will also learn first-year college vocabulary and study Greek and Latin roots as well as affixes that will help boost your score.

36hrs (*Recommended for Au Pairs*) Textbook Required. 9wks **Wellesley Hills \$275**

1760 AP152 300 T/TH 6/15-8/12 7:00PM-9:00PM

ESL FOR EVERYONE

If your English is limited and you would like to build your current fluency and understanding then this class is for you. The class will cover listening, pronunciation, speaking, vocabulary and comprehension. (*Recommended for Au Pairs*) Textbook Required. 9wks

Wellesley Hills \$275

1907 AP106 300 M/W 6/14-8/11 7:00PM-9:00PM

ESL: BEGINNERS LEVEL I

The class is for anyone who is interested in improving their lives through better English. 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. (Textbook required) 9wks **Framingham campus \$275**

1909 AP 120 301 T/TH 6/15-8/12 7:00PM-9:00PM

LANGUAGES

CONVERSATIONAL MANDARIN

Travel to China and discover their culture and language. 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. Learn essential conversation topics including greetings, self-introduction, shopping, taking a taxi, asking directions and other important daily situations. The Hunan and Hainan culture will be highlighted. 8wks **Wellesley Hills campus \$199**

1922 AP150 300 WED 6/16-8/4 6:00PM-8:00PM

SPANISH I Beginners

An informal way to learn Spanish in an interactive class setting, exchanging greetings, learning everyday vocabulary and easy conversations. Learn the most popular language second to English in the United States.

8wks **Wellesley Hills campus \$199**

1933 AP115 300 TUE 6/15-8/3 7:00PM-9:00PM

CONVERSATIONAL PORTUGUESE

Portuguese, the sixth most spoken language in the world, is the language of millions in Europe, Asia and South America. This class is for beginners who have little or no previous knowledge of Portuguese. 8wks **Framingham campus. \$199**

1756 AP111 300 THU 6/24-8/12 7:00PM-9:00PM

"Online Courses in Languages"

- Instant Italian

\$119 www.ed2go.com/mbcc

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). The course includes an on-site travel (learning laboratory) visiting historical landmarks and museums to cities. Students must attend a class and learning laboratory to receive the 3 non-credit units. **Wellesley Hills**

Select One

1626	AP 199	800	SAT	6/5, 6/12, 6/26	9:00AM -3:00PM
1770	AP 199	801	SAT	6/5, 6/12, 6/26	9:00AM -3:00PM
1931	AP 199	802	SAT	7/17, 7/24, 8/7	9:00AM -3:00PM

1628	AP 200	800	TU/THU	June 8, 10, 15, 17, 22, 24	7:00PM-10:00PM
1772	AP 200	801	TU/THU	July 27, 29; August 3, 5, 10, 12	7:00PM-10:00PM

Select One

Philadelphia, Pennsylvania		\$405 (\$270 trip+135 class)	
1630	AP 204 800	FRI/SAT/SUN	6/18-6/20

Quebec City, Summer Festival		\$410 (\$275 trip+135 class)	
1932	AP 209 800	FRI/SAT/SUN	7/9-7/11

Montreal, Canada		\$405 (\$270 trip+135 class)	
1632	AP 205 800	FRI/SAT/SUN	7/30-8/1

Washington D.C.		\$405 (\$270 trip+135 class)	
1762	AP 203 800	FRI/SAT/SUN	8/13-8/15

FINANCE

TRAPPED BY UNEMPLOYMENT

Many unemployed workers have struggled to find new jobs. Online and newspaper ads have proved unsuccessful. You will learn 7 techniques that should be used in finding employment. These techniques are seldom used by employment agencies or online agencies. You need to get your resume in the hand of the hiring firm. You will learn these techniques and what you should be doing. There will be role-playing so that you will know exactly how to handle yourself. 2 days **Wellesley Hills campus \$60**

1928 BZ33 300 TUE 6/8, 6/15 6:00PM-9:00PM

"Online Courses in Job Searches"

- Making Age an Asset in Your Job Search
- Resume Writing Workshop

\$119 www.ed2go.com/mbcc

\$119 www.ed2go.com/mbcc

INVESTMENTS MADE SIMPLE

A beginner's course for those who want an understanding of the basics of investments. This course will cover CDs, EE Bonds, IRAs, 401K plans, a formula for establishing your own financial plan and a broad overview of mutual funds. 2 days **Wellesley Hills campus \$60**

1927 BZ 31 300 THU 6/10, 6/17 6:00PM-9:00PM



STOCKS AND BONDS

Anyone who has an interest or is currently invested in stocks and bonds will thoroughly enjoy this course. It will address reading & understanding the stock and bond tables; how to research companies; dollar cost averaging; the various yardsticks i.e. price earnings ratio and return on equity. 2 days Wellesley Hills campus \$60

1158 BZ32 300 TUE 6/22, 6/29 6:00PM-9:00PM

"Online Courses in Personal Finance"

- Debt Elimination Techniques That Work (US) \$119 www.ed2go.com/mbcc
- Get Paid to Travel \$119 www.ed2go.com/mbcc
- Personal Finance \$119 www.ed2go.com/mbcc

PERSONAL ENRICHMENT

INTRO TO KNITTING

Learn the basics of knitting -- create a PREEMIE HAT to donate to your favorite charity. Class will include all the stitches you need to complete any project - cast on, knit, purl, increase, decrease, bind off. Class will run in three-week increments. A letter with information regarding supplies will be sent prior to class. 4 days Framingham campus \$40 (plus \$35 materials fee).

1934 WK 300 TUE 6/8-6/29 6:30PM-8:00PM

BEADING ON A BUDGET

This class will teach the basics of beading and jewelry making. Students will learn how to create necklaces, pendants, bracelets and earrings using a variety of techniques; 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. (Materials fee of \$30 payable to instructor first night of class) 1 day Wellesley Hills campus \$40

1935 WK 364 300 SAT 6/12, 6/26 9:00AM-1:00PM

ITALIC CALLIGRAPHY

Learn the beautiful art of calligraphy using a broad nib pen, paper and ink to embellish your lettering with both traditional and innovative designs. Open to beginners and advanced students. 1 day Framingham campus \$60

1936 WK189 300 SAT 6/26 9:00AM-2:00PM

"Online Courses for Personal Enrichment"

- Assisting Aging Parents \$119 www.ed2go.com/mbcc
- Get Assertive \$119 www.ed2go.com/mbcc
- Goodbye to Shy \$119 www.ed2go.com/mbcc
- Enjoying European Art Online \$119 www.ed2go.com/mbcc
- Drawing for the Absolute Beginner \$119 www.ed2go.com/mbcc

Visit www.ed2go.com/mbcc for more Online course offerings

VIRTUAL EDUCATION SOFTWARE

Are you an “educator”? Do you need to earn PDPs for your continuing education?

Log onto to www.virtualeduc.com/mbcc

<u>Course Offerings:</u>	<u>PDPs</u>	<u>Tuition</u>
• Harassment, Bullying & Cyber Intimidation in Schools	30	\$220
• Advanced Classroom Management	30	\$220
• Attention Deficit Disorder	30	\$220
• Autism & Asperger’s Disorder	30	\$220
• Behavior is Language	45	\$289
• Child Abuse	30	\$220
• Drugs & Alcohol in Schools	30	\$220
• Educational Assessment	30	\$220
• Inclusion	30	\$220
• Infant & Toddler Mental Health	30	\$220
• Learning Disabilities	45	\$289
• Reading Fundamentals #1	30	\$220
• Reading Fundamentals # 2	30	\$220
• Reading Fundamentals #3	45	\$289
• Talented & Gifted	30	\$220
• Teaching Diversity	30	\$220
• Traumatized Child	30	\$220
• Understanding Aggression	45	\$289
• Violence in Schools	30	\$220

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Web based learning experience that includes everything to succeed; books, CD-ROM, lessons, quizzes, and assignments.

Instructors actively involved with students online learning experience by answering questions and encouraging students to succeed.

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- Home
- Healthcare & Fitness
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- IT & Software Development
- Management & Corporate
- Hospitality & Gaming
- Skilled Trade & Industrial
- Sustainable Energy & Going Green

