



HEALTH SERVICES

AMERICAN HEART ASSOCIATION CPR FOR HEALTH CARE PROVIDERS

CPR training for healthcare providers, nursing students, respiratory and EMT technicians. Students learn and practice emergency cardiovascular care procedures for adults and children. Participants must purchase the **American Heart Association Basic Life Support** text and read entire text prior to class. A pocket face mask is required, bring one to class. Wear appropriate clothing as class practice will be on the floor. 2 year Certification. **Framingham**

CPR INITIAL TRAINING \$75

6583 CU 104 301	SAT	1/8	8- 2PM
7451 CU 104 305	SAT	2/5	8 -2PM
7453 CU 104 306	SAT	3/5	8 -2PM
7469 CU 104 307	SAT	4/2	8 -2PM
7695 CU104 308	SAT	5/7	8 -2PM

CPR RENEWAL TRAINING \$50.00

7693 CU 103 300	THU	2/17	5-9PM
7587 CU 103 301	THU	4/14	5-9PM

PHARMACY TECHNICIAN CERTIFICATE



Course Overview: One of the fastest growing industries due to a larger, older population needing medical prescriptions. The Pharmacy Technician program is a non-credit 105 hr course designed to teach students the fundamentals and particulars of being a Pharmacy Technician. In ONE semester you can develop skills to enter today's workforce in this fast growing industry.

- You will learn to assist the pharmacist package and mix prescriptions, maintain client records, and assist with inventory control and purchasing, collect payments and assist with billing. The course covers drug classes, basic physiology, drug interactions and daily pharmacy operations. The program is for a variety of students with a healthcare background or anyone looking to work in the healthcare industry.

Certification: Upon successful completion students will receive a certificate of completion and be prepared to take the ExCPT, Exam for the Certification of Pharmacy Technicians.

Course Fee: \$1,795 includes books and materials. **7193 CU 147 800 M/W/R 1/31-5/2 6-9PM Framingham**
Contact Sharyn Jordan at 508-270-4103 or sjordan@massbay.edu

ENHANCED READING METHODS FOR PRE NURSING & HEALTH PROFESSION STUDENTS; On-Line Hybrid Course

The course is designed to prepare students to meet the requirements to enter programs in Healthcare. The course assists students in reading for specific details, identifying main ideas, determining an author's purpose, making inferences, and identifying relationships among ideas. Permission required by an Advisor. 8wks. **Wellesley Hills \$150**

6997 WK 185 300 WED 2/2-3/30 4-6PM

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. 6hrs **Framingham \$75**

8049 CU900 300 WED 2/2, 2/9, 2/16 6-8PM

ONLINE Healthcare Courses

- **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

LANGUAGE & MATH SKILLS**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. (Textbook required) 12wks

Framingham campus \$199

8255 AP 120 300 WED 2/23-5/11 6:30-9:30PM

ESL: High Beginner Level

For students who completed the Beginner Level. Emphasis will be placed on increasing verbal skills, building vocabulary, listening with basic comprehension and responding in writing to written and oral questions, following simple oral directions, common conversational patterns. (Textbook required) 12wks **Framingham campus \$199**

8260 AP 121 300 TUE 2/22-5/10 6:30-9:30PM

TOEFL PREPARATION (TEST OF ENGLISH AS A FOREIGN LANGUAGE)

TOEFL measures the ability of nonnative speakers of English to use and understand English as it is spoken, written and heard in college and university settings. TOEFL Prep prepares you to take the IBT (Internet-based) TOEFL test. You will study: writing, reading, speaking and listening. You will learn what to expect on the test and practice answering questions similar to those that appear on the test. 12wks **Wellesley Hills \$275**

8019 AP152 300 THU 3/3-5/5 6:30-9:30PM

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 you. 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. Workbooks required. 6wks. **Framingham \$299** (Textbook required)

6585 AP119 300 T/TH 2/1-3/10 6:30-8:30PM

ONLINE Language Courses

- **Instant Italian** \$119 www.ed2go.com/mbcc
- **Speed Spanish** \$119 www.ed2go.com/mbcc
- **Spanish in the Classroom** \$119 www.ed2go.com/mbcc
- **Conversational Japanese** \$119 www.ed2go.com/mbcc
- **Beginning Conversational French** \$119 www.ed2go.com/mbcc

AUTOMOTIVE DAMAGE APPRAISERS

This course is designed to train insure claims professionals, auto body technicians and others for the Massachusetts Automobile Damage Appraisers License Examination. The course includes in-depth discussion of insurance regulations, policy arbitration, and work completion forms, use of Flat Rate Manuals, collision diagnosis, cost estimation and preparation of written estimates. 10wks **Ashland campus \$495**

8261 AU400 300 T/THU 1/18-3/31 6:30-9:30PM

**COMPUTER TECHNOLOGY****PERSONAL COMPUTERS- DISCOVERING YOUR COMPUTER**

Ever wonder what all of those “gadgets” are that connect to your computer? Come and learn how your system operates, what a network is, printer settings, digital camera/photos, webcams, downloading/uploading, cell phones, iTunes, Music, Movies, and more. Certificate of Completion of Completion is awarded. 2 days **Wellesley Hills \$150**

8256 CC50 300 SAT 2/12, 2/19 9-1PM

MICROSOFT WORD 2007

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

8257 CC 28 300 SAT 3/5, 3/12 9-1PM

MICROSOFT EXCEL 2007

General experience with computers is suggested for this introductory, intermediate technique in Excel. Topics to be covered include formulas and functions, building charts, spreadsheets and more. Certificate of Completion is awarded. 2 days **Framingham \$150**

8258 CC 33 301 SAT 4/2, 4/9 9-1PM

WEBSITE FUNDAMENTALS WITH PHOTOSHOP AND DREAMWEAVER

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

8259 WD 025 300 TUE 2/15-3/22 6:30-9:30PM

BUSINESS**FIRST TIME MANAGER****– PART 1**

Stepping up to manager? This course is designed to provide a basic and practical understanding of the principles of effective leadership and how to implement those principles in everyday situations. The focus; 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; and more. **Wellesley Hills \$99**

8264 HR 318 300 SAT 2/5 10-12NOON

FIRST TIME MANAGER – PART 2

The course will continue to provide 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; emotional intelligence; time management; making mistakes; communication skills; using the “grapevine” to your advantage; how to effectively delegate; keeping your sense of humor; and more. **Wellesley Hills \$99**

8265 HR 319 300 SAT 2/19 10-12NOON

ONLINE Business Courses

- 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
- Leadership \$119 www.ed2go.com/mbcc
- Effective Business Writing \$119 www.ed2go.com/mbcc
- Intro to SQL \$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. On-site travel (learning laboratory) where students visit historical landmarks and participate in professionally guided tours: Niagara Falls, Washington D.C., Quebec, Montreal and Philadelphia. Participation in both the classroom component and the learning laboratory are required for 3 non- credits units. (Recommended for Au Pairs, open to all) **Wellesley Hills**

Choose One:

7437	AP196 800	SAT	1/29, 2/19, 2/26	9-3PM
8055	AP196 801	SAT	1/29, 2/19, 2/26	9-3PM
7435	AP197 800	SAT	1/29, 2/19, 2/26	9-3PM
7433	AP198 800	SAT	3/5, 3/12, 3/26	9-3PM
7635	AP198 801	SAT	3/5, 3/12, 3/26	9-3PM
7703	AP198 802	SAT	3/5, 3/12, 3/26	9-3PM
7387	AP200 800	SAT	4/2, 4/9, 4/30	9-3PM
8067	AP200 801	SAT	4/2, 4/9, 4/30	9-3PM
8069	AP200 802	SAT	4/2, 4/9, 4/30	9-3PM
7431	AP199 800	T/TH	4/5, 4/7, 4/12, 4/14, 4/19, 4/21	7-10PM
8065	AP199 801	T/TH	4/5, 4/7, 4/12, 4/14, 4/19, 4/21	7-10PM
8057	AP197 801	SAT	5/7, 5/21, 6/4	9-3PM
8059	AP197 802	SAT	5/7, 5/21, 6/4	9-3PM

Choose One:

Quebec, CA (Optional side trip Ice Hotel cost TBA)

7389 AP209 800 FRI-SUN 2/4-2/6 \$410 (\$135 class, \$275 trip)

Washington D.C. (Optional side trip Naval Ball cost TBA)

7415 AP203 800 FRI-SUN 4/15-4/17 \$410 (\$135 class, \$275 trip)

Niagara Falls CA

7427 AP201 800 FRI-SUN 5/13-5/15 \$405 (\$135 class, \$270 trip)

Niagara Falls US Side

7429 AP202 800 FRI-SUN 5/13-5/15 \$425 (\$135 class, \$290 trip)

VIRTUAL EDUCATION SOFTWARE (Vesi)

Are you an “educator”? Do you need to earn PDPs for your continuing education? Log on at www.virtualeduc.com/mbcc

Course Offerings:	PDPs	Tuition
• 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

GATLIN EDUCATION www.gatlineducation.com

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.

Industry Fields:

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

Please visit the MassBay website for a listing of Community Classes (Non-Credit)

Go to www.massbay.edu

Click Corporate & Community Education spring 2011