

# MassBay Community College

## INSTRUCTOR LED ONLINE COURSES

### Using Social Media in Business

Learn how to use the five most popular social media platforms: Facebook, Twitter, LinkedIn, Pinterest, and Google+ to grow and promote your business.

### Real Estate Investing

Learn how to invest in foreclosures, manage a rehab project, and build your team of real estate professionals (title officers, mortgage brokers and more).

### Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

### Solving Classroom Discipline

Problems Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

### Introduction to Quickbooks 2018

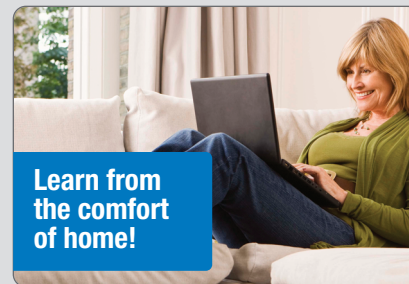
Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. Designed especially for the small- to mid-sized-business owners.

### Medical Transcription

Learn the nine main report types: their formatting requirements, the components of each one, and how they are used in the clinical setting.

### Start Your Own Consulting Practice

Learn the complete process of starting and operating a consulting practice. The course will begin with surveys and assessments designed to help you pinpoint the best consulting services to offer.



Learn from the comfort of home!

Instructor-Facilitated

24-Hour Access

Online Discussion Areas

6 Weeks of Instruction

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Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program.

One-On-One Instructor Assistance

24-Hour Access

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Certificate Upon Successful Completion

Courses Start Anytime

3-6 Months of Instruction

## CAREER TRAINING PROGRAMS

### Administrative Professional with Microsoft Office 2016 Certification - 335 hrs

Become an administrative professional and prepare to be certified in Microsoft Office 2016

### Grant Writing & Non-Profit Management - 600 hrs

This program focuses on fundraising techniques, along with understanding non profit management, you'll learn practical techniques for writing compelling and competitive grant proposals.

### Graphic Design with Photoshop - 200 hrs

This program will teach you graphic design basics and build your skills step-by-step, as you master the terms and processes used by professional graphic artists. You'll not only learn the rules and standards for effective graphic design, but you'll also discover strategies for creating graphics that convey desired messages, styles, and tones.

### Certified Six Sigma Black Belt - 120 hrs

As a Six Sigma Black Belt, you will be responsible for initiating projects and directing the efforts of company teams. In addition to mastering key Six Sigma concepts and methods, you'll obtain valuable information in helping your prepare for the Six Sigma Black Belt certification offered by the American Society for Quality (ASQ).

### CompTIA A+ Certification - 290 hrs

This program will prepare you for CompTIA A+ certification. You can earn this certification after you pass two exams. The CompTIA A+ Certification Exam 220-901, covers the foundational hardware knowledge a PC support technician should know. The CompTIA A+ Certification Exam 220-902 covers the operating system, virtualization, mobile device management and hardware troubleshooting skills.

Learn more

[careertraining.ed2go.com/mbcc](http://careertraining.ed2go.com/mbcc)

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