

**Bristol Community College**  
**Daily Noncredit Course Listing**  
**Thursday October 15, 2009**

Please be advised that this listing may not be complete. Courses that are held, require permission of the instructor or program director, or have other requirements that limit enrollment may not be listed.

Class availability and enrollment figures for this document are valid for 8:00am on the day that it was created.

For the most up to date information please use Bristol Community College's Credit Course Search at:  
<http://bristolcc.edu/catalog/coursesearch/>

Please contact enrollment services for more information.

# Credit Course Search - Daily Listing for Thursday October 15, 2009

139 Credit courses found.

## XAC01 - Sculpting of the Face

Fall 2009

Credit Course -

Discover your artistic talents through this sculpture workshop by using your own face or someone else as a model. This studio course examines basic modeling techniques while exploring the elemental concepts of facial anatomy needed in creating a work of art. Enjoy your creativity in an environment designed to inspire and encourage all levels of skill and talent. Material Costs: \$30.00. [6 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16952	XAC01 3A	Sculpting of the Face	Attleboro Center TBA	T	7:00 PM 9:00 PM	STAFF	OPEN	Noncredit

## XAC03 - Chinese Calligraphy & Language

Fall 2009

Credit Course -

Learn Chinese vocabulary and the basic skills of writing and drawing calligraphy from a native speaker. Materials not included. [ 8 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16341	XAC03 10	Chinese Calligraphy & Language	Fall River TBA	M	7:00 PM 8:30 PM	K. Yung	OPEN	Noncredit

## XAC06 - Guitar for the Beginner

Fall 2009

Credit Course -

Have you always wanted to play guitar? This course covers topics such as finding a quality instrument, tuning a guitar, major and minor scales, major and minor chords, picking techniques, basic chord progressions and more. An instrument is required for all but the first session. [8 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15767	XAC06 30	Guitar for the Beginner	Fall River A202	W	6:30 PM 8:00 PM	J. Luddy	OPEN	Noncredit

## XAC09 - Photography for Beg.

Fall 2009

Credit Course -

This course covers basic information on operating cameras and lenses, using film and filters, darkroom procedures for black and white film, and the elements of photographic composition. Students must bring an adjustable 35mm camera to class. Materials are not included. [10 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15769	XAC09 30	Photography for Beg.	Fall River E210B	W	6:30 PM 9:00 PM	D. Donatelli	OPEN	Noncredit

## Credit Course Search - Daily Listing for Thursday October 15, 2009

### XAC12 - Watercolor Painting

Fall 2009

Credit Course -

Learn watercolor techniques, control, and value relationships through demonstration, practice, and personal supervision. Materials are not included. [8 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15761	XAC12 10	Watercolor Painting	Fall River H130	M	6:00 PM 8:30 PM	E. Ashley	OPEN	Noncredit

### XAC18 - Oil Painting

Fall 2009

Credit Course -

Bring your favorite subject and learn how to use the basic equipment to paint with oils, producing an infinite variety of textures and effects. Materials are not included. [5 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16856	XAC18 06	Oil Painting	Fall River TBA	S	10:00 AM 12:00 PM	STAFF	OPEN	Noncredit

### XAC19 - Introducing Artist's Books

Fall 2009

Credit Course -

An overview of handmade book structures and original content. Research and study of artist's books, hands-on book making and design concepts for completion of one or more books. [8 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16280	XAC19 20	Introducing Artist's Books	Fall River TBA	T	6:00 PM 9:00 PM	M. Dean	OPEN	Noncredit

### XAC20 - Beginners Quilting Class

Fall 2009

Credit Course -

Students will learn basic piecing methods. How to cut fabrics for a quilt top, choose fabrics and learn the process of turning a pieced top into a quilt. Sewing machine is required, with the students understanding on how to operate their machine. Hand quilting will be covered as well as finishing the quilt. [8 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16270	XAC20 60	Beginners Quilting Class	Fall River TBA	S	1:00 PM 3:00 PM	A. Hoyle	OPEN	Noncredit

### XAC22 - Build a Halloween Witch

Fall 2009

Credit Course -

## Credit Course Search - Daily Listing for Thursday October 15, 2009

Create a figure surrounded by spiders, Jack-O-Lanterns and cats. Make your witch as whimsical or as scary as you like. Materials are not included. [8 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16287	XAC22 30	Build a Halloween Witch	Fall River TBA	W	6:00 PM 8:00 PM	G. Oliveira	OPEN	Noncredit

### XAC23 - Create a Doll Workshop

Fall 2009

Credit Course -

Make a soft huggable doll with an adorable face while learning basic techniques of doll making and 3 dimensional doll face making. Use your choice of fabric and trim to achieve the look you desire. Materials are not included. [8 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16288	XAC23 60	Create a Doll Workshop	Fall River TBA	S	9:00 AM 12:00 PM	G. Oliveira	OPEN	Noncredit

### XBM01 - Becoming a Customer Svce Prof

Fall 2009

Credit Course -

In today's economy, we are asked to do more for our customers with less. Working as an Administrative Professional, you have to interact with all sorts of people. This two hour workshop is designed to build upon soft skills and teach you how to effectively deal with difficult customers. [1 session]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16873	XBM01 20W	Becoming a Customer Svce Prof	Fall River TBA	T	1:00 PM 4:30 PM	STAFF	OPEN	Noncredit
16874	XBM01 21W	Good Comm. Means Great Cus Srv	Fall River TBA	T		STAFF	OPEN	Noncredit

### XBM04 - Small Business Management

Fall 2009

Credit Course -

This course is a practical guide for small business survival. It will focus on the issues of managing your business in an Economic Downturn. Included will be an identification of new programs to help small business. Other subjects discussed are Business Planning, Financing, doing business over the internet, accounting and tax strategies, as well as writing a business plan. You will need the Handbook of Small Business sold the first day of class (\$30 fee for book). [7 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15725	XBM04 W1F	Small Business Management	Fall River K203	T	7:00 PM 9:00 PM	W. Dolbier	OPEN	Noncredit

### XBM10 - Power of Dynamic Communication

Fall 2009

Credit Course -

## Credit Course Search - Daily Listing for Thursday October 15, 2009

This course will provide you with the ability to communicate in a manner that commands respect, admiration, and appreciation in personal or professional situations. [5 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15753	XBM10 W1F	Power of Dynamic Communication	Fall River TBA	W	7:00 PM 9:00 PM	R. Puchot	OPEN	Noncredit

### XBM22 - The Knowledge Worker

Fall 2009

Credit Course -

This customized certificate program in line with the concept of the Knowledge Worker, a term coined by the famous economist, Peter Drucker in 1959 will benefit to a company in the form of 1) developing business intelligence, 2) increasing the value of intellectual capital, 3) gaining insight into customer preferences, and 4) a variety of other important gains in knowledge that aid the business. [10 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16311	XBM22 W1F	The Knowledge Worker	Fall River TBA	W	7:00 PM 9:00 PM	STAFF	OPEN	Noncredit

### XBM23 - Principles of Lean

Fall 2009

Credit Course -

Join us for a hands-on workshop that guides participants through the transition from a traditional manufacturing environment to a lean, world-class enterprise. By introducing and implementing Lean principles, your company can improve efficiencies, reduce waste, increase profitability and provide customers with high quality products at competitive prices. The end results are well worth your investment. [1 session]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16310	XBM23 W1F	Principles of Lean	Fall River TBA	W	8:00 AM 4:00 PM	STAFF	OPEN	Noncredit

### XBM27 - MTEL Communication & Literacy

Fall 2009

Credit Course -

This four week skills test workshop provides preparation in key areas to take the MTEL Communication and Literacy Exam as part of the Massachusetts Tests for Educator Licensure. [4 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16302	XBM27 W1F	MTEL Communication & Literacy	Fall River D209	W	6:00 PM 8:30 PM	C. Kenney	OPEN	Noncredit

### XBM29 - Effective Business Plan Writin

Fall 2009

Credit Course -

Effective Business Plan Writing will focus on the formulation of a basic business plan that class participants can tailor to their own needs when seeking financial backing for a start up business. [4 sessions]

Prerequisite: None

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CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16317	XBM29 W1F	Effective Business Plan Writin	Fall River TBA	S	3:00 PM 6:00 PM	P. Jerome	OPEN	Noncredit

**XBM30 - Leadership Skills for Managers**  
 Fall 2009 Credit Course -  
 Leadership Skills for Managers and Front Line Supervisors will focus on learning the power of positive listening and communicating with peers and subordinates alike. [4 sessions]  
 Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16323	XBM30 W1F	Leadership Skills for Managers	Fall River TBA	W	7:00 PM 9:00 PM	P. Jerome	OPEN	Noncredit

**XBM35 - Community Based Tourism Certif**  
 Fall 2009 Credit Course -  
 This certificate examines the range of cultural and heritage assets that can become viable tourism attractions. It looks at ways of linking quality cultural heritage tourism to community development, from effective planning and marketing to community involvement and partnership approaches. [15 sessions]  
 Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16367	XBM35 W2F	Community Based Tourism Certif	Fall River TBA	T	6:00 PM 9:00 PM	STAFF	OPEN	Noncredit

**XBM36 - Community Based Tourism**  
 Fall 2009 Credit Course -  
 Students will be introduced to the fundamentals of locating and gathering data to solve torism marketing problems. Three hours of lecture per week. [5 sessions]  
 Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16368	XBM36 W2F	Community Based Tourism	Fall River TBA	W	6:00 PM 9:00 PM	STAFF	OPEN	Noncredit

**XBM37 - Ecotourism Management**  
 Fall 2009 Credit Course -  
 This course provides the tools needed by tourism planners, conservationists, businesses and communities to work together to develop ecotourism plans and products that will attract and accommodate ecotourism while conserving natural resouces and benefitting local people. Designed to help you understand the unique structure of the ecotourism industry, the course provides the most recent information on ecotourism marketing approaches and product development. Three hours of lecture per week. [5 sessions]  
 Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type

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CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16369	XBM37 W2F	Ecotourism Management	Fall River TBA	T	6:00 PM 9:00 PM	STAFF	OPEN	Noncredit

### XBM38 - Cultural Heritage Tourism

Fall 2009

Credit Course -

Cultural and heritage tourism is a major force in the tourism industry, but one that must balance visitor interests and needs against protecting cultural and heritage resources. This course examines the range of cultural and heritage assets that can become viable tourism attractions, and looks at ways of linking quality cultural heritage tourism to community development, from effective planning and marketing to community involvement and partnership approaches. Three hours of lecture per week. [5 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be  
Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16370	XBM38 W2F	Cultural Heritage Tourism	Fall River TBA	T	6:00 PM 9:00 PM	STAFF	OPEN	Noncredit

### XBM39 - Certificate of Completion GWU

Fall 2009

Credit Course -

Students enrolled in the credit Geotourism program can obtain a certificate by paying the course fee.

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be  
Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16371	XBM39 W2F	Certificate of Completion GWU	Fall River TBA	T	6:00 PM 9:00 PM	STAFF	OPEN	Noncredit

### XCA01 - Basic Bartending

Fall 2009

Credit Course -

Learn to prepare 60-80 trendy and traditional drinks. You will gain knowledge of organizing a bar and practice pouring, blending, and mixing skills. [4 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be  
Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16296	XCA01 W1F	Basic Bartending	Fall River G14	M	5:00 PM 8:00 PM	S. Hobin	OPEN	Noncredit
16295	XCA01 W2F	Basic Bartending	Fall River G14	M	5:00 PM 8:00 PM	S. Hobin	OPEN	Noncredit
16876	XCA01 W3A	Basic Bartending	Attleboro Center TBA	S	10:00 AM 1:00 PM	STAFF	OPEN	Noncredit

### XCA01 - Basic Bartending

Fall 2009

Credit Course -

Learn to prepare 60-80 trendy and traditional drinks. You will gain knowledge of organizing a bar and practice pouring, blending, and mixing skills. [4 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be  
Arranged

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CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16296	XCA01 W1F	Basic Bartending	Fall River G14	M	5:00 PM 8:00 PM	S. Hobin	OPEN	Noncredit
16295	XCA01 W2F	Basic Bartending	Fall River G14	M	5:00 PM 8:00 PM	S. Hobin	OPEN	Noncredit
16876	XCA01 W3A	Basic Bartending	Attleboro Center TBA	S	10:00 AM 1:00 PM	STAFF	OPEN	Noncredit

### XCA02 - TIPS Certificate Course

Fall 2009

Credit Course -

Complete your alcohol awareness training with this course which is designed to prepare servers of alcohol for the everyday demands of the job, server/guest relations and server/management relations. This course will help you to develop your people skills, to promote responsible drinking behavior and lend a new expertise to your own professional skills. Books available at the bookstore. [4 sessions]

Prerequisite: None

M=Monday    T=Tuesday    W=Wednesday    R=Thursday    F=Friday    S=Saturday    U=Sunday    TBA=To Be Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16334	XCA02 W1F	TIPS Certificate Course	Fall River TBA	M	5:00 PM 8:00 PM	STAFF	OPEN	Noncredit

### XCA07 - Adult/Child Gingerbread House

Fall 2009

Credit Course -

Chef Carri Nepini will help you and your child (over seven years old) create a decorative gingerbread houses to add to your holiday cheer. Each group will bake and make a house to take home with them. Bring an apron, side towels, candy and decorations. Bases, dough and frosting will be provided. Bring an apron and side towels.[1 session]

Prerequisite: None

M=Monday    T=Tuesday    W=Wednesday    R=Thursday    F=Friday    S=Saturday    U=Sunday    TBA=To Be Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15802	XCA07 50	Adult/Child Gingerbread House	Fall River G14	U S	9:00 AM 11:30 AM	C. Nepini	OPEN	Noncredit
			Fall River G14	U S	6:00 PM 8:30 PM			

### XCA10 - ServSafe Recertification

Fall 2009

Credit Course -

Renew your ServSafe Certification and catch up with the changes made in the laws and regulations to keep your customers safe from illness at your restaurant. Four hour review plus exam. If your ServSafe text is over 5 years old, you will need a new text book available at the BCC Bookstore (\$94.00). If you have a current text, you will need to purchase the exam for \$40.00 [2 sessions]

Prerequisite: None

M=Monday    T=Tuesday    W=Wednesday    R=Thursday    F=Friday    S=Saturday    U=Sunday    TBA=To Be Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16335	XCA10 W1F	ServSafe Recertification	Fall River TBA	M	5:30 PM 8:00 PM	S. St.Amour	OPEN	Noncredit

### XCA11 - Ukrainian Eggs for the Holiday

Fall 2009

Credit Course -

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Ukrainian for hidden message, Pysanky are the richly colored, intricately decorated eggs associated with Eastern Europe...specifically the Ukraine. Explore the traditional symbolism and the art of Pysanky using the wax resist method. Draw on eggs with a kitska or stylus, to make your own special design as you learn the basic technique. Take home your work of art and a kit filled with everything you need to experiment with other Pysanky designs at home. A fun, festive project for you and the young person in your life. [1 session]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16321	XCA11 60	Ukrainian Eggs for the Holiday	Fall River G18	S	9:00 AM 1:00 PM	STAFF	OPEN	Noncredit

### XCA12 - Basic Gum Paste Flowers

Fall 2009

Credit Course -

Create beautiful 'porcelain-like' flowers for weddings and all occasion cakes with Chef Gloria Cabral. These delicate beauties enhance the simplest cakes and make them floral masterpieces. Materials fee included with class. Bring an apron and side towels. [3 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16337	XCA12 60	Basic Gum Paste Flowers	Fall River G18	S	9:00 AM 12:00 PM	G. Cabral	OPEN	Noncredit

### XCA16 - Holiday and Specialty Pies

Fall 2009

Credit Course -

The perfect addition to the Basic Pie Class is Holiday and Specialty Pies. Chef Carri Nepini will demonstrate different dough for the traditional pies, tarts and fillings. Bring an apron and side towels. [1 session]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16336	XCA16 60	Holiday and Specialty Pies	Fall River G18	S	9:00 AM 12:00 PM	C. Nepini	OPEN	Noncredit

### XCA17 - Basic Pie class

Fall 2009

Credit Course -

Chef Carri Nepini will teach you how to make double crust, lattice top and crumb topping pie. Each student will make a fruit filled pie. Bring an apron and side towel. [1 session]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16339	XCA17 60	Basic Pie class	Fall River G18	S	1:00 PM 4:00 PM	C. Nepini	OPEN	Noncredit

### XCA18 - Basic Cake Decorating

Fall 2009

Credit Course -

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Chef Carri Nepini will teach you how to fill and frost simple cakes, write inscriptions, and make a variety of flowers and borders and other basic decorations. Students need to supply aprons, kitchen towels and their own cakes for decorating. All frostings and fillings will be provided. Bring an apron and side towels. [5 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15808	XCA18 60	Basic Cake Decorating	Fall River G18	S	9:00 AM 11:00 AM	C. Nepini	OPEN	Noncredit

### XCA19 - Death by Chocolate Cake

Fall 2009

Credit Course -

No description is currently available

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16857	XCA19 06	Death by Chocolate Cake	Fall River TBA	S	9:00 AM 12:00 PM	STAFF	OPEN	Noncredit

### XCA20 - Holiday Cookies

Fall 2009

Credit Course -

No description is currently available

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16858	XCA20 06	Holiday Cookies	Fall River TBA	S	9:00 AM 1:00 PM	STAFF	OPEN	Noncredit

### XDF01 - Ballroom Dancing

Fall 2009

Credit Course -

Learn the basics of the Fox Trot, Waltz, Cha Cha, Swing, Rumba, and Tango in this fun and relaxed course. Experience isn't required, but a partner is; please bring one with you. [8 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15754	XDF01 10	Ballroom Dancing	Fall River H101	U	1:15 PM 3:15 PM	M. DeCosta	OPEN	Noncredit

### XDF02 - Latin Dancing

Fall 2009

Credit Course -

Learn the basics of Salsa and other Latin dances in a fun and relaxed atmosphere. Latin dance is great exercise and uses lively music; a partner is strongly recommended. [8 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
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16871	XDF02 2A	Latin Dancing	Attleboro Center TBA	S	11:00 AM 1:00 PM	STAFF	OPEN	Noncredit
15796	XDF02 70	Latin Dancing	Fall River H101	U	4:00 PM 6:00 PM	A. Morton	OPEN	Noncredit

### XDF04 - Line Dancing

Fall 2009

Credit Course -

Come and learn the very popular traditional line dances. Exercise to an eclectic mix of music: country, old standards, etc. [10 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15809	XDF04 60	Line Dancing	Fall River H101	S	10:00 AM 11:00 AM	D. Guerette	OPEN	Noncredit

### XDF08 - Zumba Fitness

Fall 2009

Credit Course -

No description is currently available

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16915	XDF08 06	Zumba Fitness	Fall River TBA	S	12:00 PM 1:00 PM	STAFF	OPEN	Noncredit
16916	XDF08 06P	Zumba Fitness	Fall River TBA	S	1:30 PM 2:30 PM	STAFF	OPEN	Noncredit

### XFP11 - Handling Medical Emergencies

Fall 2009

Credit Course -

This course is intended to prepare individuals to recognize and perform safely in a variety of injuries and emergencies at home and in the community. When should the victim be transported to the hospital? Outline of interventions prior to EMT arrival. [10 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16278	XFP11 30	Handling Medical Emergencies	Fall River TBA	W	6:00 PM 8:00 PM	C. Berube	OPEN	Noncredit

### XFP12 - Lean, Mean and Green

Fall 2009

Credit Course -

## Credit Course Search - Daily Listing for Thursday October 15, 2009

The Center for Business and Industry is proud to present a series of seminars to help our community members cope with the rising costs of energy, food items, and healthcare. Our LEAN, MEAN and GREEN Series offers great ideas on how to get healthy, save dollars, and help our planet. Each seminar specializes in one area where you can improve your lifestyle and your environment. [5 sessions] Turn Your Debt Blues into Greens (September 10 & October 22) This two part seminar provides a common sense approach to reducing your debt, increasing your savings, and avoiding credit card traps. Learn how to manage debt using basic fundamental steps to build your financial success. [2 sessions] Wishing You Well (September 24) This seminar provides great advice on getting and staying healthy. First, learn how to get fit without paying for expensive health clubs or fancy equipment. Second, learn some great everyday tips to increase your odds of avoiding illnesses and improving your physical and emotional well-being. [1 session] Good and Cheap Eats (October 8) This seminar's goal is to show you great ways to plan and prepare healthy, delicious meals that are easy to make and kind to your food dollars. You will get great tried and true recipes that the whole family will enjoy. [1session] Easy Ways to Live Greener (November 5) This seminar provides simple energy skills that you can do to help reverse the effects of global warming, save money, and improve your family's health and safety. [1 session]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16307	XFP12 30	Lean, Mean and Green	Fall River D108	W	6:30 PM 8:30 PM	STAFF	OPEN	Noncredit

### XFP21 - Child Watch Program

Fall 2009

Credit Course -

The Child Watch Program has been developed to offer parents with children ages 5-10 years limited amounts of time (1-2 hrs) while parents come to our noncredit courses here at BCC. Please call 508-678-2811 ext 2154 for information and forms prior to registration. Fees: \$30/10hrs and \$50/20hrs.

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16855	XFP21 10	Child Watch Program	Fall River TBA	M T W R	6:00 PM 10:00 PM	STAFF	OPEN	Noncredit
16854	XFP21 20	Child Watch Program	Fall River TBA	M T W R	6:00 PM 10:00 PM	STAFF	OPEN	Noncredit

### XHC01 - AAPC Certification Exam Review

Fall 2009

Credit Course -

This online course is designed for professionals with two years experience preparing for the Certified Professional Coder Examination (Hospital) administered by the American Academy of Professional Coders, the Certified Coding Associate Exam administered by the American Health Information Management Association, and the Certified Medical Reimbursement Specialist Exam administered by the American Medical Billing Association. Topics for review include Medical Terminology, Human Anatomy, CPT Coding Guidelines, ICD-9-CM (Vol. 1, 2, & 3) Diagnostic Coding, HCOCS Level 2, E/M Coding, Anesthesia Coding, Surgical Coding, and use of Modifiers. [11 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15687	XHC01 W6W	AAPC Certification Exam Review	Restricted(On-Site,Off-Camp) TBA	U	11:00 PM 11:50 PM	W. Hess	OPEN	Noncredit

### XHC03 - Medical Coding

Fall 2009

Credit Course -

This course prepares students for entry-level jobs in a doctor's office or other medical setting. Topics include ICD-9-CM Coding, CPT Coding, Medicare Fraud & Abuse, and Evaluation & Management. Students need to purchase a ICD-9-CM and CPT manual which is not included in the course fee. Books may be purchased online. For information on requirement before registering please visit [www.bristolcc.edu/medicalcoding](http://www.bristolcc.edu/medicalcoding). [11 sessions]

# Credit Course Search - Daily Listing for Thursday October 15, 2009

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15683	XHC03 W2W	Medical Coding	Distance Learning K K204	U	11:00 PM 11:50 PM	W. Hess	OPEN	Web based

## XHC05 - Pharmacy Technician

Fall 2009

Credit Course -

Pharmacy technicians help pharmacists make preparations for prescriptions, keep records, order supplies, and maintain a safe, sterile pharmaceutical environment. This certificate program is designed to provide pharmacists with competent assistants. [20 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15715	XHC05 24A	Pharmacy Technician	Attleboro Center ATT AT218	M T W R	5:00 PM 10:00 PM	STAFF	OPEN	Noncredit
15714	XHC05 W1F	Pharmacy Technician	Fall River D106	M W	7:00 PM 9:45 PM	K. Harb	OPEN	Noncredit
16836	XHC05 W2N	Pharmacy Technician	New Bedford TBA	T R	7:00 PM 9:45 PM	STAFF	OPEN	Noncredit
16869	XHC05 W3A	Pharmacy Technician	Taunton HS TBA	M W	6:00 PM 8:45 PM	STAFF	OPEN	Noncredit

## XHC05 - Pharmacy Technician

Fall 2009

Credit Course -

Pharmacy technicians help pharmacists make preparations for prescriptions, keep records, order supplies, and maintain a safe, sterile pharmaceutical environment. This certificate program is designed to provide pharmacists with competent assistants. [20 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15715	XHC05 24A	Pharmacy Technician	Attleboro Center ATT AT218	M T W R	5:00 PM 10:00 PM	STAFF	OPEN	Noncredit
15714	XHC05 W1F	Pharmacy Technician	Fall River D106	M W	7:00 PM 9:45 PM	K. Harb	OPEN	Noncredit
16836	XHC05 W2N	Pharmacy Technician	New Bedford TBA	T R	7:00 PM 9:45 PM	STAFF	OPEN	Noncredit
16869	XHC05 W3A	Pharmacy Technician	Taunton HS TBA	M W	6:00 PM 8:45 PM	STAFF	OPEN	Noncredit

## XHC06 - Medical Terminology

Fall 2009

Credit Course -

This is the foundation for all other medical training courses. More than 1,000 words and terms are defined in 33 chapters outlined by body systems. For information on requirement before registering please visit [www.bristolcc.edu/medicalcoding](http://www.bristolcc.edu/medicalcoding). [11 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
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## Credit Course Search - Daily Listing for Thursday October 15, 2009

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15682	XHC06 W1W	Medical Terminology	Distance Learning D D109	U	11:00 PM 11:50 PM	W. Hess	OPEN	Web based

### XHC07 - Medical Billing

Fall 2009

Credit Course -

This course will provide students with the entry-level accounting skills used in a doctor's office or other medical facility. For information on requirement before registering please visit [www.bristolcc.edu/medicalcoding](http://www.bristolcc.edu/medicalcoding). [11 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15684	XHC07 W3W	Medical Billing	Distance Learning TBA	U	11:00 PM 11:50 PM	W. Hess	OPEN	Web based

### XHC08 - Advance Coding ICD9

Fall 2009

Credit Course -

This course compiles and summarizes the official coding guidelines concerning the most common yet complex diagnostic coding issues. For information on requirement before registering please visit [www.bristolcc.edu/medicalcoding](http://www.bristolcc.edu/medicalcoding). [11 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15685	XHC08 W4W	Advance Coding ICD9	Distance Learning TBA	U	11:00 PM 11:50 PM	W. Hess	OPEN	Web based

### XHC09 - AdvancedCoding - CPT

Fall 2009

Credit Course -

This course provides advanced coding problems with their solutions. The main emphasis is on Evaluation and Management and Surgery codes. A five step outline is used to help you code the exercises/scenarios in the problems. Detailed medical history reports, including post operative reports, are provided from which CPT codes are determined. For information on requirement before registering please visit [www.bristolcc.edu/medicalcoding](http://www.bristolcc.edu/medicalcoding). [11 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15686	XHC09 W5W	AdvancedCoding - CPT	Distance Learning TBA	U	11:00 PM 11:50 PM	W. Hess	OPEN	Web based

### XHC10 - Certified Personal Trainer

Fall 2009

Credit Course -

## Credit Course Search - Daily Listing for Thursday October 15, 2009

This preparation course is a study/review for anyone interested in taking the American Council on Exercise national exam to become certified as a Personal Trainer and coincides with the ACE exam scheduled in May 2009. Students must register by December 2008 to receive detailed information on how to order the ACE manual and study materials. Please note: course meeting dates and times: Thursday, 1/22, 6:30 - 9:30 pm; Saturday, 3/14, 8:30 - 4:30 pm; Saturday, 3/28, 10 - 1 pm, Saturday, 4/4, 8:30 - 4:30 pm. See course dates and times above.[4 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15815	XHC10 W1F	Certified Personal Trainer	Fall River TBA	S	9:00 AM 12:30 PM	J. Staples	OPEN	Noncredit

### XHC12 - CNA Training

Fall 2009

Credit Course -

Prepare for employment opportunities in nursing homes, home care, and hospitals. Basic nursing skills will be taught through classroom lectures, the practice of skills in a fully equipped nursing lab, and clinical placements in healthcare settings. To be eligible for this course you must have a high school diploma or GED. Note: Successful completion of this course will allow you to take the state certification exam. Cost of uniforms, white shoes, test fee, and books not included. Clinicals will be held on weekends at the end of the program. For more information please go to [www.bristolcc.edu/cna](http://www.bristolcc.edu/cna). [25 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16875	XHC12 6A	CNA Training	Attleboro Center ATT AT146	S	8:00 AM 4:00 PM	STAFF	OPEN	Noncredit
16324	XHC12 W1F	CNA Training	Fall River E106	M T R	5:30 PM 9:00 PM	R. Keyes	OPEN	Noncredit
16853	XHC12 W2F	CNA Training	Fall River TBA	W F	5:30 PM 9:00 PM	STAFF	OPEN	Noncredit

### XHC12 - CNA Training

Fall 2009

Credit Course -

Prepare for employment opportunities in nursing homes, home care, and hospitals. Basic nursing skills will be taught through classroom lectures, the practice of skills in a fully equipped nursing lab, and clinical placements in healthcare settings. To be eligible for this course you must have a high school diploma or GED. Note: Successful completion of this course will allow you to take the state certification exam. Cost of uniforms, white shoes, test fee, and books not included. Clinicals will be held on weekends at the end of the program. For more information please go to [www.bristolcc.edu/cna](http://www.bristolcc.edu/cna). [25 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16875	XHC12 6A	CNA Training	Attleboro Center ATT AT146	S	8:00 AM 4:00 PM	STAFF	OPEN	Noncredit
16324	XHC12 W1F	CNA Training	Fall River E106	M T R	5:30 PM 9:00 PM	R. Keyes	OPEN	Noncredit
16853	XHC12 W2F	CNA Training	Fall River TBA	W F	5:30 PM 9:00 PM	STAFF	OPEN	Noncredit

### XHC12 - CNA Training

Fall 2009

Credit Course -

Prepare for employment opportunities in nursing homes, home care, and hospitals. Basic nursing skills will be taught through classroom lectures, the practice of skills in a fully equipped nursing lab, and clinical placements in healthcare settings. To be eligible for this course you must have a high school diploma or GED. Note: Successful completion of this course will allow you to take the state certification exam. Cost of uniforms, white shoes, test fee, and books not included. Clinicals will be held on weekends at the end of the program. For more information please go to [www.bristolcc.edu/cna](http://www.bristolcc.edu/cna). [25 sessions]

# Credit Course Search - Daily Listing for Thursday October 15, 2009

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16875	XHC12 6A	CNA Training	Attleboro Center ATT AT146	S	8:00 AM 4:00 PM	STAFF	OPEN	Noncredit
16324	XHC12 W1F	CNA Training	Fall River E106	M T R	5:30 PM 9:00 PM	R. Keyes	OPEN	Noncredit
16853	XHC12 W2F	CNA Training	Fall River TBA	W F	5:30 PM 9:00 PM	STAFF	OPEN	Noncredit

## XHC24 - Home Health Aide Certificate

Fall 2009

Credit Course -

This 18 hour course for Certified Nurse Assistants who wish to expand their knowledge and enter the growing field of Home Health Care. Learn the essentials of providing a safe and clean environment, nutrition and understanding the need of families. Home Care Aide Certification Exam will be given at the end of the course. Cost of books not included. [5 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16290	XHC24 W1F	Home Health Aide Certificate	Fall River TBA	W F	6:00 PM 9:00 PM	R. Keyes	OPEN	Noncredit
16291	XHC24 W2N	Home Health Aide Certificate	New Bedford TBA	W F	6:00 PM 9:00 PM	R. Keyes	OPEN	Noncredit

## XHC25 - CPR Course for Health Care

Fall 2009

Credit Course -

This American Heart Association Health Care Provider course with Automated External Defibrillator review covers the requirement of health care professionals. This course includes adult, child infant CPR, choke save for conscious and unconscious victims and AED requirements. Please review health care provider book prior to class. Course certification is good for 2 years from date of class. [1 session]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16351	XHC25 W1F	CPR Course for Health Care	Fall River K231	M	6:00 PM 10:00 PM	STAFF	OPEN	Noncredit
16352	XHC25 W2F	CPR Course for Health Care	Fall River K231	R	6:00 PM 10:00 PM	STAFF	OPEN	Noncredit

## XHG03 - Interior Design

Fall 2009

Credit Course -

Learn the ins and outs of interior design and creating general space plans, as well as the use of scale, color, furniture, fabrics, wall and floor coverings, lighting, window treatments and more. Obtain information about the profession of interior design and its basic principles and practices. [5 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type

# Credit Course Search - Daily Listing for Thursday October 15, 2009

16325	XHG03 W1F	Interior Design	Fall River K219	R	7:00 PM 9:00 PM	C. Thrana	OPEN	Noncredit
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## XHG15 - Growing Green/Veg Prod Series

Fall 2009

Credit Course -

No description is currently available

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16863	XHG15 03	Growing Green/Veg Prod Series	Fall River TBA	T	6:00 PM 9:00 PM	STAFF	OPEN	Noncredit

## XHG16 - Interpreting Soil Tests

Fall 2009

Credit Course -

No description is currently available

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16864	XHG16 02	Interpreting Soil Tests	Fall River TBA	T	6:30 PM 8:30 PM	STAFF	OPEN	Noncredit

## XHG17 - Fall Cover Crops

Fall 2009

Credit Course -

No description is currently available

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16865	XHG17 02	Fall Cover Crops	Fall River TBA	T	6:30 PM 8:30 PM	STAFF	OPEN	Noncredit

## XHG18 - Planting Seeds in November

Fall 2009

Credit Course -

No description is currently available

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16866	XHG18 02	Planting Seeds in November	Fall River TBA	T	6:30 PM 9:00 PM	STAFF	FULL	Noncredit

## XHW03 - Assertiveness Training

Fall 2009

Credit Course -

Become more aware of how your feelings and emotions affect your actions and behavior. This course will help you to strengthen your self-confidence and assertiveness in handling conflict at work and at home. [4 sessions]

# Credit Course Search - Daily Listing for Thursday October 15, 2009

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16299	XHW03 W1F	Assertiveness Training	Fall River TBA	T	7:00 PM 9:45 PM	J. Goulart	OPEN	Noncredit

## XHW11 - Yoga for Beginners

Fall 2009

Credit Course -

Regardless of age, flexibility or strength, experience the benefits of yoga. Learn Hatha Yoga, a scientific system for health improvement and self-relaxation, through gentle physical postures (exercises), breathing and relaxation techniques, meditation and proper diet. To gain the most benefit from this course, a light meal should be consumed at least a half hour prior to the beginning of class. Bring a blanket. [10 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16289	XHW11 W1F	Yoga for Beginners	Fall River H101	F	6:00 PM 7:30 PM	S. Khoury	OPEN	Noncredit
15792	XHW11 W2A	Yoga for Beginners	Attleboro Center TBA	S	9:00 AM 10:30 AM	C. Framson	OPEN	Noncredit

## XHW12 - CPR Certification & Recertif

Fall 2009

Credit Course -

This American Heart Association course will teach you how to deal with respiratory and circulatory emergencies for adults, infants, and children. This course will include first aid for choking, restoration of breathing, and CPR. Hands-on practice of the necessary skills is included. Learn to deal with heart attacks, recognize symptoms, and practice prudent heart living. Upon passing the course requirements, you will receive certification from the American Heart Association. This course is for non-professionals. [2 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16273	XHW12 W1F	CPR Certification & Recertif	Fall River E106	S	2:00 PM 5:30 PM	K. Allen	OPEN	Noncredit

## XHW14 - Expressive Art Therapy

Fall 2009

Credit Course -

This beginning studio art course will focus on thematic development through the study of objects, landscape, the environment, the human figure, and non-objective art. Materials not included. Previous painting experience not required. [6 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16275	XHW14 30	Expressive Art Therapy	Fall River TBA	W	6:00 PM 8:00 PM	STAFF	OPEN	Noncredit

## XHW17 - Ethics for Massage Therapists

Fall 2009

Credit Course -

## Credit Course Search - Daily Listing for Thursday October 15, 2009

This six hour workshop will meet the requirements for the NCBTBM. It will cover the new licensing regulations and business practices. [3 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15799	XHW17 W1F	Ethics for Massage Therapists	Fall River TBA	M	6:00 PM 8:00 PM	J. Velozo	OPEN	Noncredit

### XHW32 - I'm OK You're OK

Fall 2009

Credit Course -

Using Transaction Analysis (I'm OK - You're OK) we explore the nuts and bolts of relationships focusing on the parent, adult and child tapes that run in our minds. Why do we wind up in the same place too many times? How do we get out of the rut! [6 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16279	XHW32 10	I'm OK You're OK	Fall River TBA	M	6:30 PM 8:00 PM	STAFF	OPEN	Noncredit

### XHW33 - Meditation

Fall 2009

Credit Course -

Teaching and practicing the art of silence. Dealing with problems in accepting silence as a form of being, to experience moments of spiritual transcendence. Sittings will take place in twenty minute units with discussion following. [6 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16281	XHW33 20	Meditation	Fall River TBA	T	6:30 PM 8:00 PM	STAFF	OPEN	Noncredit

### XHW44 - Pre and Post-natal fitness cla

Fall 2009

Credit Course -

No description is currently available

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16859	XHW44 02	Pre and Post-natal fitness cla	Fall River TBA	T R	6:30 PM 7:30 PM	STAFF	OPEN	Noncredit

### XHW45 - Lactation Course

Fall 2009

Credit Course -

No description is currently available

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type

# Credit Course Search - Daily Listing for Thursday October 15, 2009

16860	XHW45 06	Lactation Course	Fall River TBA	S	10:00 AM 11:54 AM	STAFF	OPEN	Noncredit
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## XHW47 - Deepening Your Massage Therapy

Fall 2009

Credit Course -

No description is currently available

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16861	XHW47 02	Deepening Your Massage Therapy	Fall River TBA	T	6:00 PM 9:45 PM	STAFF	OPEN	Noncredit

## XIT01 - Access Fundamentals

Fall 2009

Credit Course -

This course is designed to introduce the student with no prior knowledge of Microsoft Access to the basic fundamentals needed to begin creating custom database applications for home or office. The student will learn how to build tables, store data, create queries and design simple reports for managing information. [5 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15688	XIT01 W1F	Access Fundamentals	Fall River L104	W	7:00 PM 9:45 PM	R. Ferro	OPEN	Noncredit
15693	XIT01 W2N	Access Fundamentals	New Bedford TBA	T	7:00 PM 9:45 PM	R. Ferro	OPEN	Noncredit

## XIT02 - Computer Fundamentals

Fall 2009

Credit Course -

Learn basic computer concepts, such as how to send an email, how to search the Internet, and learn the basics of computer programs such as Microsoft Word. No prior experience necessary. [5 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16872	XIT02 6A	Computer Fundamentals	Attleboro Center TBA	S	10:00 AM 12:00 PM	STAFF	OPEN	Noncredit
16868	XIT02 W2A	Computer Fundamentals	Taunton HS TBA	T	6:30 PM 8:31 PM	STAFF	OPEN	Noncredit
15816	XIT02 W6F	Computer Fundamentals	Fall River K116	S	1:30 PM 3:30 PM	R. Ferro	OPEN	Noncredit

## XIT02 - Computer Fundamentals

Fall 2009

Credit Course -

Learn basic computer concepts, such as how to send an email, how to search the Internet, and learn the basics of computer programs such as Microsoft Word. No prior experience necessary. [5 sessions]

Prerequisite: None

## Credit Course Search - Daily Listing for Thursday October 15, 2009

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16872	XIT02 6A	Computer Fundamentals	Attleboro Center TBA	S	10:00 AM 12:00 PM	STAFF	OPEN	Noncredit
16868	XIT02 W2A	Computer Fundamentals	Taunton HS TBA	T	6:30 PM 8:31 PM	STAFF	OPEN	Noncredit
15816	XIT02 W6F	Computer Fundamentals	Fall River K116	S	1:30 PM 3:30 PM	R. Ferro	OPEN	Noncredit

### XIT03 - Computer Intermediate

Fall 2009

Credit Course -

This course is a continuation of Computer Fundamentals. [5 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16272	XIT03 W1F	Computer Intermediate	Fall River K116	S	1:30 PM 3:30 PM	R. Ferro	OPEN	Noncredit

### XIT04 - Digital Photography

Fall 2009

Credit Course -

If you still have not figured out how to use your new digital camera, this workshop is for you. Learn to use your new camera like a professional by improving your technical skills. Bring your camera, cabling, and the software drivers included with your camera. [5 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15692	XIT04 W1F	Digital Photography	Fall River TBA	T	7:00 PM 9:45 PM	STAFF	OPEN	Noncredit

### XIT05 - Excel Fundamentals

Fall 2009

Credit Course -

This course provides the software tools and techniques offered in the Excel spreadsheet package. [5 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16834	XIT05 02N	Excel Fundamentals	New Bedford TBA	T	7:00 PM 9:45 PM	STAFF	OPEN	Noncredit
16269	XIT05 W1F	Excel Fundamentals	Fall River K118	M	7:00 PM 9:45 PM	R. Ferro	OPEN	Noncredit

### XIT06 - Microsoft Office

Fall 2009

Credit Course -

Explore the fundamentals of Microsoft Office. Learn how to create, format, and work with documents using Word, create Excel spreadsheets by working with formulas, and create presentations using PowerPoint. Basic computer skills required. [5 sessions]

# Credit Course Search - Daily Listing for Thursday October 15, 2009

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16283	XIT06 W1F	Microsoft Office	Fall River K118	T	6:00 PM 8:00 PM	B. Espinola	OPEN	Noncredit

## XIT08 - QuickBooks

Fall 2009

Credit Course -

QuickBooks is the number one accounting software utilized by small businesses. This course includes setting up a company's accounts receivable, accounts payable, payroll and inventory. [5 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15718	XIT08 W1F	QuickBooks	Fall River K102	T	7:00 PM 9:45 PM	L. Reilly	OPEN	Noncredit

## XIT09 - QuickBooks Advanced

Fall 2009

Credit Course -

Build on your basic knowledge of QuickBooks and get hands-on experience with the more advanced features of this popular accounting software. Use this unique software package to streamline your payroll procedures and simplify the monthly, quarterly and annual report writing process. [3 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15697	XIT09 W1F	QuickBooks Advanced	Fall River K116	T	7:00 PM 9:45 PM	L. Reilly	OPEN	Noncredit

## XIT13 - Digital Film & Video Productio

Fall 2009

Credit Course -

Learn to create your own professional looking videos, presentations, programs or short films using the most modern technological techniques in a basic and fun course designed for the novice and intermediate enthusiast. Techniques include camera operation, lighting, audio, computer graphics studio production, scripting, story boards, field production, and non-linear editing using Final Cut Pro the industry standard for television and film. [8 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16274	XIT13 10	Digital Film & Video Productio	Fall River H101	M	6:00 PM 8:00 PM	R. Rebelo	OPEN	Noncredit

## XIT14 - Access Advanced

Fall 2009

Credit Course -

This course will enable the experienced Access user to develop a higher level of skills. Learn to design and use a multi-table database, create and run queries, forms and reports, and enhance your applications with macros. [ 5 sessions]

Prerequisite: None

# Credit Course Search - Daily Listing for Thursday October 15, 2009

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15695	XIT14 W1F	Access Advanced	Fall River TBA	W	7:00 PM 9:45 PM	STAFF	OPEN	Noncredit
16833	XIT14 W2N	Access Advanced	New Bedford TBA	T	7:00 PM 9:45 PM	STAFF	OPEN	Noncredit

## XIT15 - Excel Advanced

Fall 2009

Credit Course -

In the Advanced course, you will learn the skills and concepts necessary to work with advanced features of Excel. Items that will be covered include how to: audit and analyze data, create pivot tables, and function within a workplace environment where information is shared. [5 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16835	XIT15 03	Excel Advanced	New Bedford TBA	T	7:00 PM 9:45 PM	STAFF	OPEN	Noncredit
15689	XIT15 W1F	Excel Advanced	Fall River TBA	W	7:00 PM 9:45 PM	C. Miller	OPEN	Noncredit

## XIT16 - PowerPoint Fundamentals

Fall 2009

Credit Course -

This course will show students how to develop full-color slide presentations using this versatile Microsoft product. [5 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16271	XIT16 W03	PowerPoint Fundamentals	Fall River L104	W	7:00 PM 9:45 PM	A. Sanner	OPEN	Noncredit
16839	XIT16 W4N	PowerPoint Fundamentals	New Bedford TBA	R	7:00 PM 9:45 PM	STAFF	OPEN	Noncredit

## XIT22 - Photoshop Level I

Fall 2009

Credit Course -

In this course you will begin to learn the basic functions and workspace of Photoshop. You will learn how to customize your workspace and become familiar with the tools and their options. You will also learn basic image editing as well as how to make and use selections. You will complete projects based on these skills. [8 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15752	XIT22 W1F	Photoshop Level I	Fall River TBA	M	7:00 PM 9:45 PM	A. Sanner	OPEN	Noncredit

## XIT23 - Web Page Design Fundamentals

Fall 2009

Credit Course -

This course will cover the basic principles of Web page design. Learn about strategies to reach and keep your audience and which browser to use. Included will be components of Web site navigation, the purpose of a site map, layout and alignment techniques and interactive elements using Hypertext Markup Language. [5 sessions]

# Credit Course Search - Daily Listing for Thursday October 15, 2009

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15726	XIT23 W06	Web Page Design Fundamentals	Fall River K104	S	9:00 AM 11:00 AM	R. Ferro	OPEN	Noncredit

## XIT26 - Keyboarding

Fall 2009

Credit Course -

This self-paced class develops accurate keyboarding/typing techniques and increases speed and accuracy using intensive drills and exercises. [6 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15745	XIT26 W1F	Keyboarding	Fall River TBA	R	7:00 PM 9:00 PM	STAFF	OPEN	Noncredit

## XIT32 - Excel Intermediate

Fall 2009

Credit Course -

This course covers different features of Microsoft Excel. Importing a file, Excel databases, one-input tables, scenarios, the LOOKUP function, and linking files will be included. [5 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16267	XIT32 W1F	Excel Intermediate	Fall River K105	M	7:00 PM 9:45 PM	STAFF	OPEN	Noncredit
16268	XIT32 W2N	Excel Intermediate	New Bedford TBA	T	7:00 PM 9:45 PM	STAFF	OPEN	Noncredit

## XIT33 - Access Intermediate

Fall 2009

Credit Course -

Comprehend the principles of table relationships; perform complex queries with calculations. Make forms aesthetically pleasing and easier to use; improve the layout and organization of reports. [5 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16297	XIT33 W1F	Access Intermediate	Fall River K102	R	7:00 PM 9:45 PM	R. Ferro	OPEN	Noncredit
16298	XIT33 W2N	Access Intermediate	New Bedford TBA	W	7:00 PM 9:45 PM	STAFF	OPEN	Noncredit

## XIT34 - Captivate Micro Media Training

Fall 2009

Credit Course -

This 3 session instructor led training course covers the basics of Captivate, and the development process of designing software situations. You will learn how to control the timing of your movies so that your users really feel like they are interacting with a live application. You will also explore branching, scoring and other interactive capabilities built into Captivate. [3 sessions]

# Credit Course Search - Daily Listing for Thursday October 15, 2009

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16303	XIT34 W1F	Captivate Micro Media Training	Fall River TBA	W	9:00 AM 12:30 PM	STAFF	OPEN	Noncredit
16304	XIT34 W2F	Captivate Micro Media Training	Fall River TBA	T	6:00 PM 9:30 PM	STAFF	OPEN	Noncredit

## XIT35 - Microsoft Office Intermediate

Fall 2009

Credit Course -

Explore some of the intermediate topics in Microsoft Office. This class will include hands-on experience in Word, Excel, PowerPoint, and Access. Learn how to create templates, mail merges, and forms using Word. Create pivot tables, goal seeking, and scenarios using Excel. Perform slide transitions, create charts and use action buttons in PowerPoint. Produce databases, forms, and queries using Access. A basic understanding of Microsoft Word, Excel, and PowerPoint would be beneficial before you take this class. [5 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16309	XIT35 W1F	Microsoft Office Intermediate	Fall River K118	T	6:00 PM 8:00 PM	B. Espinola	OPEN	Noncredit

## XIT37 - Photoshop Level 2

Fall 2009

Credit Course -

The second level of this program will introduce layers, advanced selections and advanced image editing. You will also be introduced to typography and typographic design. The projects to be completed during this course will utilize these skills as well as reinforce the skills learned in Level 1. [ 8 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16837	XIT37 W02	Photoshop Level 2	Fall River TBA	T	7:00 PM 9:45 PM	A. Sanner	OPEN	Noncredit

## XIT38 - Photoshop Level 3

Fall 2009

Credit Course -

In the third part of this program you will learn advanced layering and compositing, as well as vector drawing techniques. You will also learn how to optimize images for the web and how to produce quality prints with Photoshop. Projects for this course will utilize and review all the skills learned in the three levels to prepare any student intending to take the ACE exam. [8 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16838	XIT38 W04	Photoshop Level 3	Fall River TBA	R	7:00 PM 9:45 PM	A. Sanner	OPEN	Noncredit

## XIT39 - Power Point Intermediate

Fall 2009

Credit Course -

This course covers the drawing features, use of masters and creating a slide presentation with animation. [3 sessions]

# Credit Course Search - Daily Listing for Thursday October 15, 2009

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16840	XIT39 W03	Power Point Intermediate	Fall River TBA	W	7:00 PM 9:45 PM	STAFF	OPEN	Noncredit
16841	XIT39 W4N	Power Point Intermediate	Fall River TBA	R	7:00 PM 9:45 PM	STAFF	FULL	Noncredit

## XIT40 - PowerPoint Advanced

Fall 2009

Credit Course -

No description is currently available

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16842	XIT40 W03	PowerPoint Advanced	Fall River TBA	W	7:00 PM 9:45 PM	STAFF	OPEN	Noncredit
16843	XIT40 W4N	PowerPoint Advanced	Fall River TBA	R	7:00 PM 9:45 PM	STAFF	OPEN	Noncredit

## XIT42 - WebPage Design Intermediate

Fall 2009

Credit Course -

No description is currently available

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16844	XIT42 W06	WebPage Design Intermediate	Attleboro HS TBA	S	9:00 AM 11:00 AM	R. Ferro	OPEN	Noncredit

## XIT43 - Webpage Design Advanced

Fall 2009

Credit Course -

No description is currently available

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16846	XIT43 W06	Webpage Design Advanced	Fall River TBA	S	9:00 AM 11:00 AM	R. Ferro	OPEN	Noncredit

## XIT44 - IC3 Certification Fast Track

Fall 2009

Credit Course -

No description is currently available

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
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## Credit Course Search - Daily Listing for Thursday October 15, 2009

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16928	XIT44 W01	IC3 Certification Fast Track	Fall River TBA	M T W R	5:00 PM 10:00 PM	STAFF	OPEN	Noncredit

### XLG01 - Paralegal Preparation Series

Fall 2009

Credit Course -

Prepare for a career as a paralegal by learning legal terminology, processes, ethics, and the basics of tort and Contract Law (course 1 of 6). This course provides an overview of the American judicial system focusing on the origins of American law and the litigation process. Important: This six-course series will provide you with the skills and knowledge you will need to perform the basics duties of a paralegal. However, please understand that this is a non-credit program and it does not lead to any type of professional certification or a degree. If you have not already done so, we recommend that you consider working as an intern in a law office and/or enrolling in an accredited two-year college degree program while (or soon after) completing this series of courses. Textbooks are additional. Please go to [www.ed2go.com/bristol](http://www.ed2go.com/bristol) for information on textbooks and to register. [each course is 6 sessions] Paralegal Prep 1 Legal Terminology, Process, Ethics, Tort and Contract Law Paralegal Prep 2 Legal Documents and Analysis Paralegal Prep 3 Evidence, Legal Interviewing and Investigation Paralegal Prep 4 Legal Authority and Research Paralegal Prep 5 Computers, Legal Writing and Appellate Procedure Paralegal Prep 6 Law Office Administration, Advocacy, and Job Hunting Techniques

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15711	XLG01 W1W	Paralegal Preparation Series	Distance Learning TBA	U	11:00 PM 11:50 PM	STAFF	OPEN	Web based

### XLI01 - Computer Fundamentals Spanish

Fall 2009

Credit Course -

This Spanish workshop responds to frequently asked questions and common problems encountered when first using a computer. Basic computer concepts and the vocabulary of Microsoft will be learned.[5 sessions] Este curso responde a como resolver preguntas básicas y problemas al usar una computadora por primera vez. Conceptos básicos y vocabulario de computación de Microsoft serán aprendidos. [5 sesiones]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15827	XLI01 W6F	Computer Fundamentals Spanish	Fall River TBA	S	9:00 AM 11:00 AM	STAFF	OPEN	Noncredit

### XLI03 - Parenting Skills

Fall 2009

Credit Course -

Through this interactive workshop, you will learn theoretical information, and existential experienced, through a space of reflection in which the participants will learn skills to become better parents and care mentors for children.[1 session] Atravez de este curso, se pretende proveer no solo información teorica, sino tambien vivencial, ademas de propiciar espacios de reflexión en el que los participantes de manera activa aprendan la formación intergral para ser mejores padres, madres y orientadores de niños.[1 sesion]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16935	XLI03 6A	Parenting Skills	Attleboro Center TBA	S	1:00 PM 4:00 PM	STAFF	OPEN	Noncredit

# Credit Course Search - Daily Listing for Thursday October 15, 2009

## XLI05 - Couples Workshop SPA

Fall 2009

Credit Course -

Through this workshop we guide the participants in an active and experiential way in areas such as: Foundation of the relationship, communication, sexual intimacy, fidelity and the sorrows facing couples, while creating spaces of reflection. [1 session] A través de este curso se pretende orientar a los participantes de manera activa en cuanto a conocimientos sobre: La constitución, la comunicación, la sexualidad, la fidelidad y los duelos en las parejas, creando espacios de reflexión. [1 session]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16934	XLI05 03	Couples Workshop SPA	Fall River TBA	S	1:00 PM 5:00 PM	STAFF	FULL	Noncredit

## XLI08 - Microsoft Office IC3

Fall 2009

Credit Course -

Explore the fundamentals of Microsoft Office. Learn how to create, format, and work with documents using Word, create Excel spreadsheets, work with formulas and create presentations using PowerPoint. Basic computer skills required. [ 5 sessions] Explore los programas fundamentales de MS Office. Aprenda como crear, formatizar y trabajar con documentos usando Word. Crear paginas de datos de Excel, trabajar con formulas y crear presentaciones usando PowerPoint. Conocimiento de computación básica requerida. [5 sesiones]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16319	XLI08 W1F	Microsoft Office IC3	Fall River TBA	S	9:00 AM 11:00 AM	STAFF	OPEN	Noncredit

## XLI11 - QuickBooks Spanish

Fall 2009

Credit Course -

QuickBooks is the number one accounting software utilized by small businesses. This course is designed for Spanish speaking small business owners and will guide the student on how to set up a company's accounts receivable, accounts payable, payroll and inventory. Basic computer skills required.[5 sessions] El programa numero uno de contabilidad utilizado por pequeñas empresas. Este curso dirigira al estudiante como instalar las cuentas por cobrar de una compañía, las cuentas a pagar, la nomina de pago y el inventario.Computació basica requerida.[5 sesiones]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16320	XLI11 W1F	QuickBooks Spanish	Fall River TBA	S	9:00 AM 11:00 AM	STAFF	OPEN	Noncredit

## XLS01 - American Sign Language

Fall 2009

Credit Course -

Designed for the beginner, this course introduces American Sign Language, the primary language of the American Deaf community. Topics include ASL vocabulary, ASL grammar, body language, facial expression and Deaf culture. Textbook required. [8 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type

# Credit Course Search - Daily Listing for Thursday October 15, 2009

15771	XLS01 40	American Sign Language	Fall River A202	R	6:30 PM 8:00 PM	S. Pavao	OPEN	Noncredit
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## XLS03 - Portuguese Conversation I

Fall 2009

Credit Course -

A conversational approach to spoken Portuguese. No prior knowledge of Portuguese required. [10 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15756	XLS03 W1F	Portuguese Conversation I	Fall River L120	M	7:00 PM 9:00 PM	V. Correia	OPEN	Noncredit
15764	XLS03 W2N	Portuguese Conversation I	New Bedford TBA	T	7:00 PM 9:00 PM	STAFF	OPEN	Noncredit

## XLS04 - Spanish Conversation I

Fall 2009

Credit Course -

¿ Hábla Español? Conversational Spanish I is designed for students who wish to acquire a basic, practical and fun use of conversational Spanish. This course invites and encourages professionals and students alike to develop basic skills as well as identify and strengthen individual bilingual skills for the workplace, travel or pleasure. The class also examines cultural sensitivity in the context of conversation. Prior knowledge of Spanish is not required. [10 sessions] Please note: Attleboro Campus - Life After 50 Program is 4 sessions only.

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16284	XLS04 W1F	Spanish Conversation I	Fall River C201	M	7:00 PM 9:00 PM	D. Carreira	OPEN	Noncredit
15795	XLS04 W2A	Spanish Conversation I	Attleboro Center TBA	R	7:00 PM 9:00 PM	STAFF	OPEN	Noncredit
16285	XLS04 W2N	Spanish Conversation I	New Bedford TBA	R	6:30 PM 8:30 PM	STAFF	OPEN	Noncredit
16867	XLS04 W3T	Spanish Conversation I	Taunton HS TBA	M	6:30 PM 8:30 PM	STAFF	OPEN	Noncredit

## XLS04 - Spanish Conversation I

Fall 2009

Credit Course -

¿ Hábla Español? Conversational Spanish I is designed for students who wish to acquire a basic, practical and fun use of conversational Spanish. This course invites and encourages professionals and students alike to develop basic skills as well as identify and strengthen individual bilingual skills for the workplace, travel or pleasure. The class also examines cultural sensitivity in the context of conversation. Prior knowledge of Spanish is not required. [10 sessions] Please note: Attleboro Campus - Life After 50 Program is 4 sessions only.

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16284	XLS04 W1F	Spanish Conversation I	Fall River C201	M	7:00 PM 9:00 PM	D. Carreira	OPEN	Noncredit
15795	XLS04 W2A	Spanish Conversation I	Attleboro Center TBA	R	7:00 PM 9:00 PM	STAFF	OPEN	Noncredit
16285	XLS04 W2N	Spanish Conversation I	New Bedford TBA	R	6:30 PM 8:30 PM	STAFF	OPEN	Noncredit
16867	XLS04 W3T	Spanish Conversation I	Taunton HS TBA	M	6:30 PM 8:30 PM	STAFF	OPEN	Noncredit

# Credit Course Search - Daily Listing for Thursday October 15, 2009

## XLS08 - Chinese Conversation

Fall 2009

Credit Course -

Students will learn basic conversation skills in the most popular dialect spoken in China - Mandarin with English pronunciation and Ping Yin phonetics respectively. Prior knowledge of Chinese is not required. [10 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16342	XLS08 W4F	Chinese Conversation	Fall River K220	T	6:30 PM 8:30 PM	K. Yung	OPEN	Noncredit

## XLS09 - Italian for Travelers

Fall 2009

Credit Course -

Learn basic conversational Italian language and culture for pleasure or business in an informal, fun approach. Prior knowledge of Italian is not required. [4 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15768	XLS09 30	Italian for Travelers	Fall River L120	W	6:30 PM 8:30 PM	M. Sarri	OPEN	Noncredit

## XLS12 - Spanish Conversation II

Fall 2009

Credit Course -

An extension of Conversational Spanish I. The class is highly interactive and engaging. Students are encouraged to expand their vocabulary, develop their listening and conversational skills and strengthen their language usage. This course will help build speaker confidence and encourage further study of the Spanish language. [10 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16286	XLS12 W1F	Spanish Conversation II	Fall River TBA	W	7:00 PM 9:00 PM	D. Carreira	OPEN	Noncredit
15824	XLS12 W2N	Spanish Conversation II	New Bedford TBA	W	6:30 PM 8:30 PM	STAFF	OPEN	Noncredit

## XLS14 - Conversational Arabic I

Fall 2009

Credit Course -

This is an introduction to understanding and speaking Arabic. You will acquire vocabulary and culture through basic language and verbal activities. This course develops the students' ability to communicate in Arabic through listening, speaking, and learning the Arabic alphabet.[10 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16927	XLS14 W03	Conversational Arabic I	Fall River TBA	W	6:00 PM 8:00 PM	STAFF	OPEN	Noncredit

## XLS15 - Chinese Conversation II

# Credit Course Search - Daily Listing for Thursday October 15, 2009

Fall 2009

Credit Course -

An extension of Chinese Conversation I. Students are encouraged to expand their vocabulary, develop their listening and conversational skills with Mandarin Ping Yin phonetics. [10 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16847	XLS15 04	Chinese Conversation II	Fall River TBA	R	6:30 PM 8:30 PM	K. Yung	OPEN	Noncredit

## XLS16 - Portuguese for Health Care Wor

Fall 2009

Credit Course -

No description is currently available

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16862	XLS16 01	Portuguese for Health Care Wor	Fall River TBA	M	6:00 PM 9:00 PM	STAFF	OPEN	Noncredit

## XRS01 - Real Estate Sales Exam Prep

Fall 2009

Credit Course -

This course, a prerequisite for licensing as a real estate salesperson, is approved by the Massachusetts Real Estate Board. This course covers basic brokerage, legal aspects of brokerage, financing, closing, listing, valuations, zoning, real estate math, and licensing practices. Textbooks required. Students must complete 24 hours of classroom instruction to be eligible to receive the required Candidate Handbook and to take the licensing exam. [9 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15724	XRS01 W1F	Real Estate Sales Exam Prep	Fall River D108	M	7:00 PM 9:45 PM	J. Anjos	OPEN	Noncredit
15723	XRS01 W2N	Real Estate Sales Exam Prep	New Bedford TBA	T	7:00 PM 9:45 PM	J. Anjos	OPEN	Noncredit

## XRS01 - Real Estate Sales Exam Prep

Fall 2009

Credit Course -

This course, a prerequisite for licensing as a real estate salesperson, is approved by the Massachusetts Real Estate Board. This course covers basic brokerage, legal aspects of brokerage, financing, closing, listing, valuations, zoning, real estate math, and licensing practices. Textbooks required. Students must complete 24 hours of classroom instruction to be eligible to receive the required Candidate Handbook and to take the licensing exam. [9 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15724	XRS01 W1F	Real Estate Sales Exam Prep	Fall River D108	M	7:00 PM 9:45 PM	J. Anjos	OPEN	Noncredit
15723	XRS01 W2N	Real Estate Sales Exam Prep	New Bedford TBA	T	7:00 PM 9:45 PM	J. Anjos	OPEN	Noncredit

# Credit Course Search - Daily Listing for Thursday October 15, 2009

## XRS03 - Real Estate Continuing Ed

Fall 2009

Credit Course -

All real estate licensees who wish to maintain an active license must complete 12 hours of continuing education. The eight hour core program includes Agency, Environmental Laws and Regulations, Fair Housing and the ADA, and Real Estate Laws, Regulations and Practices as well as four hours will cover various topics related to the field. Failure to complete the continuing education requirement will result in an inactive license. [5 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15721	XRS03 W1F	Real Estate Continuing Ed	Fall River D105	M	7:00 PM 9:45 PM	J. Anjos	OPEN	Noncredit
15720	XRS03 W2N	Real Estate Continuing Ed	New Bedford TBA	T	7:00 PM 9:45 PM	J. Anjos	OPEN	Noncredit

## XRS04 - Real Estate Broker

Fall 2009

Credit Course -

A prerequisite for licensing as a real estate broker, this course follows the curriculum set up by the Massachusetts Board of Registration of Real Estate Brokers and Salesmen and has been approved by the Massachusetts Real Estate Board. The course reviews the same elements contained in the Real Estate Salesperson Exam Preparation course and covers areas of competence for brokers in greater depth. Prerequisite: MA Real Estate Salesperson License and affiliation with a broker for a minimum of one year. Textbooks are required. Students must complete 30 hours of classroom instruction to be eligible for a certificate to take the licensing exam. [6 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16348	XRS04 W1F	Real Estate Broker	Fall River TBA	T	7:00 PM 9:45 PM	STAFF	OPEN	Noncredit

## XRS05 - Understanding Reverse Mortgage

Fall 2009

Credit Course -

This course for seniors will provide information on the increasingly popular F.H.A. Reverse Mortgage that allows homeowners 62+ to free up equity in their home, tax free, with no payments required. Eligible homeowners may receive a lump sum, a line of credit, even fixed monthly payments for as long as they occupy their home. Seniors can Age in Place staying in their home for as long as they wish, easing the financial worries associated with growing older. [1 session]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16328	XRS05 W1F	Understanding Reverse Mortgage	Fall River TBA	W	6:00 PM 8:00 PM	STAFF	OPEN	Noncredit
16330	XRS05 W2A	Understanding Reverse Mortgage	Attleboro Center TBA	R	6:00 PM 8:00 PM	STAFF	OPEN	Noncredit
16329	XRS05 W3N	Understanding Reverse Mortgage	New Bedford TBA	W	6:00 PM 8:00 PM	STAFF	OPEN	Noncredit

## XRS22 - Secrets of a Winning Credit Sc

Fall 2009

Credit Course -

No description is currently available

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
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## Credit Course Search - Daily Listing for Thursday October 15, 2009

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16929	XRS22 06	Secrets of a Winning Credit Sc	Fall River TBA	S	9:00 AM 12:00 PM	STAFF	OPEN	Noncredit
16930	XRS22 4A	Secrets of a Winning Credit Sc	Attleboro Center TBA	R	6:30 PM 8:30 PM	STAFF	OPEN	Noncredit

### XTR05 - MA State Building Code

Fall 2009

Credit Course -

This course is designed for those individuals who use and interpret the Massachusetts State Building Codes. It prepares students for the Massachusetts Construction Supervisor's License exam. This course will familiarize the students with the code book as a reference tool. Understanding the MA State Building Codes is B.B.R.S. approved for 10 continuing education credits for certified building officials. Textbook required: MA State Building Code, latest edition, with current updates available through the Mass. State Book Store, call (508) 646-1374. [12 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15708	XTR05 W1F	MA State Building Code	Fall River K230	W	7:00 PM 9:45 PM	W. Horrocks	OPEN	Noncredit

### XTR07 - Intro to Construction Mngt

Fall 2009

Credit Course -

This course is intended to help those students who have recently completed a Massachusetts Construction Supervisory course and who plan to enter into the contracting business or are looking to get employment with an existing construction company. Study the universally accepted management and tracking means and methods used by architects, designers, engineers, estimators, contractors, sub-contractors, material suppliers, inspection services, and trade workers. Cost of book not included. [11 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16294	XTR07 W1F	Intro to Construction Mngt	Fall River K103	M	6:00 PM 9:00 PM	M. Josefek	OPEN	Noncredit

### XTR08 - OSHA Construction Safety Train

Fall 2009

Credit Course -

This safety training program is designed by OSHA for construction workers, foremen, job supervisors and anyone involved in the construction industry. The goal of this OSHA 10 Hour Safety Training course is to help your employees identify, avoid, prevent and control hazardous situations in the work place. [3 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16362	XTR08 W2F	OSHA Construction Safety Train	Fall River TBA	T W R	6:00 PM 9:30 PM	STAFF	OPEN	Noncredit

### XTR09 - Weatherization Work Training

Fall 2009

Credit Course -

No description is currently available

Prerequisite: None

# Credit Course Search - Daily Listing for Thursday October 15, 2009

M=Monday		T=Tuesday		W=Wednesday		R=Thursday		F=Friday		S=Saturday		U=Sunday		TBA=To Be Arranged	
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type							
16564	XTR09 W5N	Weatherization Work Training	Fall River TBA	M T W R F	8:30 AM 5:00 PM	STAFF	OPEN	Noncredit							

## XWB01 - Supply Chain Mngt Fund

Fall 2009

Credit Course -

This course will help you succeed as a supply chain management professional. You'll master the fundamentals of supply chain management, including customer demand forecasting, master production scheduling, material requirements planning, capacity planning, and production activity control. This course also includes essential information to help you prepare for internationally recognized supply chain and materials management certification examinations, including the Certified in Production and Inventory Management exam. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [6 sessions]

Prerequisite: None

M=Monday		T=Tuesday		W=Wednesday		R=Thursday		F=Friday		S=Saturday		U=Sunday		TBA=To Be Arranged	
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type							
15738	XWB01 W1W	Supply Chain Mngt Fund	Restricted(On-Site,Off-Camp) TBA	U	11:00 PM 11:50 PM	STAFF	OPEN	Noncredit							

## XWB04 - Principles of Sales Management

Fall 2009

Credit Course -

Master the art of managing sales teams from a sales management professional. Learn the essential roles and responsibilities of a sales manager and develop leadership, motivational and team-building skills. Learn proven techniques and strategies for communication, conflict resolution and sales planning to deliver superior sales team results. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [6 sessions]

Prerequisite: None

M=Monday		T=Tuesday		W=Wednesday		R=Thursday		F=Friday		S=Saturday		U=Sunday		TBA=To Be Arranged	
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type							
15739	XWB04 W1W	Principles of Sales Management	Restricted(On-Site,Off-Camp) TBA	U	11:00 PM 11:50 PM	STAFF	OPEN	Noncredit							

## XWB05 - Manufacturing Fundamentals

Fall 2009

Credit Course -

Learn the basic skills required to work in the manufacturing field. Discover the role of production design, process planning, and the heart of 13 different manufacturing processes. Understand why facility location and plant layout decisions are so vital and learn how job design helps you accomplish company goals and achieve worker satisfaction. Find out what makes up the physical work environment and learn how to characterize different types of production materials. Master product development concepts such as the Voice of the Customer, Quality Function Deployment, and Failure Mode and Effects analysis. Learn how performance measurements and standardization improve manufacturing operations. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [6 sessions]

Prerequisite: None

M=Monday		T=Tuesday		W=Wednesday		R=Thursday		F=Friday		S=Saturday		U=Sunday		TBA=To Be Arranged	
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type							
15740	XWB05 W1W	Manufacturing Fundamentals	Restricted(On-Site,Off-Camp) TBA	U	11:00 PM 11:50 PM	STAFF	OPEN	Noncredit							

# Credit Course Search - Daily Listing for Thursday October 15, 2009

## XWB06 - Customer Service Fundamentals

Fall 2009

Credit Course -

In this six-week online course, you'll discover dynamite methods for bringing out the best in your team, measuring customer service, and anticipating the needs of your reps and your customers. Learn how to attract and hire top-notch reps, succeed with teams, and minimize customer complaints. As an added bonus, you'll unlock the power of leading by example and setting new trends for customer service in your growing business. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [6 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged									
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type	
15737	XWB06 W1W	Customer Service Fundamentals	Restricted(On-Site,Off-Camp) TBA	U	11:00 PM 11:50 PM	STAFF	OPEN	Noncredit	

## XWB07 - Purchasing Fundamentals

Fall 2009

Credit Course -

Improve your company's bottom line profitability by mastering the fundamentals of purchasing. Become an indispensable member of your organization by learning key strategic concepts such as supplier partnerships, capital budgeting and green buying. Enhance day-to-day tactical effectiveness by learning about negotiation, supplier sourcing, record keeping, purchase requisitions and purchase orders. Learn the basics of business law, leasing, make-or-buy analysis, outsourcing and supplier visits. This course will also help you prepare for the internationally recognized Certified Purchasing Manager and Accredited Purchasing Practitioner exams offered by the Institute for Supply Management. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [6 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged									
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type	
15736	XWB07 W1W	Purchasing Fundamentals	Restricted(On-Site,Off-Camp) TBA	U	11:00 PM 11:50 PM	STAFF	OPEN	Noncredit	

## XWB08 - Six Sigma: Total Quality Fund

Fall 2009

Credit Course -

Learn how to effectively apply the fundamentals of total quality. Understand what quality is and learn about the history of the quality movement. Discover the role of customers in quality and determine the major elements of a quality system. Master key concepts such as the cost of no quality, variation, and total employee involvement. Increase your value to your company by learning about various motivational models, leadership, and teamwork. Determine how to effectively apply quality standards by creating and implementing internal and external auditing activities. Learn the ins and outs of ISO 9000, ISO 14000, and the Malcolm Baldrige National Quality Award. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [6 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged									
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type	
15735	XWB08 W1W	Six Sigma: Total Quality Fund	Restricted(On-Site,Off-Camp) TBA	U	11:00 PM 11:45 PM	STAFF	OPEN	Noncredit	

## XWB09 - Employment Law Fund

Fall 2009

Credit Course -

## Credit Course Search - Daily Listing for Thursday October 15, 2009

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Learn the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [6 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15734	XWB09 W1W	Employment Law Fund	Restricted(On-Site,Off-Camp) TBA	U	11:00 PM 11:50 PM	STAFF	OPEN	Noncredit

### XWB10 - Mastery of Business Fund

Fall 2009

Credit Course -

Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You'll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. You'll learn about various organizational structures and determine how to use leadership, motivation, and control for maximum impact. You'll master the fundamentals of accounting and increase your knowledge about key financial terms, cash flow management, financial statements, and cost control. You'll also discover various financial investment models and you'll learn the basics of financial planning and budgeting methods. You'll even understand the basic principles of business law, contracts, and the principal-agency relationship. [6 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15733	XWB10 W1W	Mastery of Business Fund	Restricted(On-Site,Off-Camp) TBA	U	11:00 PM 11:50 PM	STAFF	OPEN	Noncredit

### XWB11 - Administrative Assistant Fund

Fall 2009

Credit Course -

This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. This course may help you prepare for the internationally recognized Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) exams offered by the International Association of Administrative Professionals. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro) [6 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15732	XWB11 W1W	Administrative Assistant Fund	Restricted(On-Site,Off-Camp) TBA	U	11:00 PM 11:50 PM	STAFF	OPEN	Noncredit

### XWB12 - Fund of Supervision & Mgt

Fall 2009

Credit Course -

Learn how to be an effective manager or supervisor. Master the basics of business and organizations, learn the people skills required to motivate and delegate, and acquire tools for solving problems and resolving conflicts. For information and to register, go to [www.ed2go.com/bcc-Pro](http://www.ed2go.com/bcc-Pro). [6 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged								
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# Credit Course Search - Daily Listing for Thursday October 15, 2009

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15731	XWB12 W1W	Fund of Supervision & Mgt	Restricted(On-Site,Off-Camp) TBA	U	11:00 PM 11:50 PM	STAFF	OPEN	Noncredit

## XWB13 - Project Management Fundamental

Fall 2009

Credit Course -

This course will provide you with the information you will need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies. This course will also help you prepare for the internationally recognized Project Management Professional and Certified Associate in Project Management exams offered by the Project Management Institute. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [6 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15730	XWB13 W1W	Project Management Fundamental	Restricted(On-Site,Off-Camp) TBA	U	11:00 PM 11:50 PM	STAFF	OPEN	Noncredit

## XWB14 - PMP Certification Exam Prep I

Fall 2009

Credit Course -

Learn how to prepare for the Project Management Institute's prestigious certification exam. Master the first six chapters of A Guide to the Project Management Body of Knowledge, 3rd edition, the most essential resource for the PMP certification exam. Learn all about the nine Project Management Knowledge areas, five Process groups, and 44 Project Management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas. For information and to register, go to [www.ed2g.com/bcc-pro](http://www.ed2g.com/bcc-pro). [6 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15741	XWB14 W1W	PMP Certification Exam Prep I	Restricted(On-Site,Off-Camp) TBA	U	11:00 PM 11:50 PM	STAFF	OPEN	Noncredit

## XWB15 - PMP Certification Prep 2

Fall 2009

Credit Course -

Prepare to take--and pass--the Project Management Institute's PMP certification exam. Master chapters 7 through 12 of A Guide to the Project Management Body of Knowledge, 3rd edition, the most essential resource for the PMP certification exam. Learn all about the nine Project Management Knowledge areas, five Process groups, and 44 Project Management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [6 sessions]

Prerequisite: None

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15742	XWB15 W1W	PMP Certification Prep 2	Restricted(On-Site,Off-Camp) TBA	U	11:00 PM 11:50 PM	STAFF	OPEN	Noncredit

## Credit Course Search - Daily Listing for Thursday October 15, 2009

### XWB16 - Accounting Fundamentals

Fall 2009

Credit Course -

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [6 sessions]

Prerequisite: None

M=Monday    T=Tuesday    W=Wednesday    R=Thursday    F=Friday    S=Saturday    U=Sunday    TBA=To Be Arranged									
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type	
15743	XWB16 W1W	Accounting Fundamentals	Restricted(On-Site,Off-Camp) TBA	U	11:00 PM 11:50 PM	STAFF	OPEN	Noncredit	

### XWB18 - Intro to Windows XP

Fall 2009

Credit Course -

This course is designed to introduce the student with no prior knowledge of Microsoft Access to the basic fundamentals needed to begin creating custom database applications for home or office. The student will learn how to build tables, store data, create queries and design simple reports for managing information. For information and to register go to [www.ed2go.com/bristol](http://www.ed2go.com/bristol). [6 sessions]

Prerequisite: None

M=Monday    T=Tuesday    W=Wednesday    R=Thursday    F=Friday    S=Saturday    U=Sunday    TBA=To Be Arranged									
CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type	
16260	XWB18 W1W	Intro to Windows XP	Restricted(On-Site,Off-Camp) TBA	U	5:00 PM 9:00 PM	STAFF	FULL	Noncredit	