

**Bristol Community College**  
**Daily Noncredit Course Listing**

**Semester: Fall 2011**

Print Date: Wednesday December 21, 2011

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 Wednesday December 21, 2011

69 Credit courses found.

## XAC06 - Guitar for the Beginner

Fall 2011

Credit Course -

Are you ready to be a real-life Guitar Hero? Then sign up for our Guitar for the Beginner course which covers key 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. A guitar 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 TBA	W	6:30 PM 8:00 PM	J. Luddy	FULL	Noncredit

## XAC12 - Watercolor Painting

Fall 2011

Credit Course -

Gain the unique ability to create vibrant works of art for yourself or to share with family members and friends by enrolling in Watercolor Painting. This course teaches basic watercolor techniques, methods of control, and how to value relationships through demonstration, practice, and personal supervision in a fun atmosphere. 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 L204	T	6:00 PM 8:30 PM	E. Ashley	FULL	Noncredit

## XBM27 - MTEL Communication & Literacy

Fall 2011

Credit Course -

This three 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. [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
16302	XBM27 W1F	MTEL Communication & Literacy	Fall River A202	S	9:00 AM 12:30 PM	C. Adamowicz	FULL	Noncredit

## XCA01 - Basic Bartending

Fall 2011

Credit Course -

Whether you seek a bartending career or want to wow friends and family with your expansive drink making knowledge, Basic Bartending will help channel your inner "Cocktail" skills as you master the preparation of 60-80 trendy and traditional drinks. This fun and exciting course will also help you 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 W01	Basic Bartending	Fall River G14	M	5:00 PM 8:00 PM	S. Hobin	FULL	Noncredit

# Credit Course Search - Daily Listing for Wednesday December 21, 2011

## XCA04 - Cornucopia

Fall 2011

Credit Course -

Durfee High School Chefs will teach you to produce a cornucopia for your holiday table. Each student will take home a finished Horn of Plenty to have in time for the holidays. Bring an apron and side towels. This course will be held at Durfee High School Culinary Kitchen. For registration information please call The Center at 508-678-2811 ext. 2154. [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
18302	XCA04 03	Cornucopia	Fall River TBA	T	6:00 PM 9:00 PM	.	OPEN	Noncredit

## XCA06 - Chickens, Chickens, Chickens

Fall 2011

Credit Course -

Learn how to breakdown and fabricate a chicken and prepare a variety of dishes with the parts. Bring an apron and side towels. This course will be held at Durfee High School Culinary Kitchen. For registration information please call the Center at 508-678-2811 ext. 2154. [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
18304	XCA06 00	Chickens, Chickens, Chickens	Fall River TBA	R	6:00 PM 9:00 PM	.	FULL	Noncredit

## XCA19 - Death by Chocolate Cake

Fall 2011

Credit Course -

Durfee High School chefs, will teach you how to create a sinfully delicious chocolate cake with chocolate ganache, chocolate frosting and whipped cream. Take home your cake and WOW your friends with this delectable treat. Bring an apron and side towels. This course will be held at Durfee High School Culinary Kitchen. For registration information please call The Center at 508-678-2811 ext. 2154 [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
18308	XCA19 04	Death by Chocolate Cake	Fall River TBA	R	6:00 PM 9:00 PM	.	OPEN	Noncredit

## XCA20 - Holiday Cookies

Fall 2011

Credit Course -

We'll put on a pot of tea for a sweet evening of holiday baking. Join Durfee High Schools chefs, as they show you how to handle and form dough to create fabulous holiday treats.

XCA

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
18452	XCA20 24	Holiday Cookies	Restricted(On-Site,Off-Camp) TBA	T R	6:00 PM 9:00 PM	.	OPEN	Noncredit

# Credit Course Search - Daily Listing for Wednesday December 21, 2011

## XCA29 - Gum Paste Wedding Flowers 1

Fall 2011

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
18187	XCA29 06	Gum Paste Wedding Flowers 1	Fall River G14	S	9:00 AM 12:00 PM	A. Gonsalves	FULL	Noncredit

## XCA30 - Tropical Flowers 2

Fall 2011

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
18188	XCA30 06	Tropical Flowers 2	Fall River G14	S	9:00 AM 12:00 PM	A. Gonsalves	FULL	Noncredit

## XCA31 - Rolled Fondant Cake&Technique3

Fall 2011

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
18189	XCA31 06	Rolled Fondant Cake&Technique3	Fall River G14	S	9:00 AM 12:00 PM	A. Gonsalves	FULL	Noncredit

## XDF08 - Zumba Fitness

Fall 2011

Credit Course -

Zumba is the Latin inspired, dance fitness that incorporates Latin and International music and dance movements. Is not only great for body, but it is also great for the mind, it is a FEEL HAPPY WORKOUT. [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
16915	XDF08 06	Zumba Fitness	Fall River H101	S	12:00 PM 1:00 PM	.	FULL	Noncredit

## XFP21 - Child Watch Program

Fall 2011

Credit Course -

# Credit Course Search - Daily Listing for Wednesday December 21, 2011

Are you interested in taking noncredit courses here at BCC but have children that require supervision at the same time? We've got you covered. 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 attend noncredit courses here at BCC. Please call 508-678-2811 ext 2154 for information and forms prior to registration. Fees: \$40/10hrs and \$60/20hrs.

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	.	FULL	Noncredit
16854	XFP21 20	Child Watch Program	Fall River TBA	M T W R	6:00 PM 10:00 PM	.	FULL	Noncredit

## XHC01 - AAPC Certification Exam Review

Fall 2011

Credit Course -

This online course is designed for healthcare 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 weeks]

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	eLearning TBA			W. Hess	FULL	Web based

## XHC03 - Medical Coding

Fall 2011

Credit Course -

Prepare for a Medical Coding entry-level job in a doctor's office or other medical setting from the comforts of your own home! Topic areas of the online course include ICD-9-CM Coding, CPT Coding, Medicare Fraud & Abuse, and Evaluation & Management. Students must purchase an ICD-9-CM and CPT manual which is not included in the course fee. Books may be purchased online. For more information on registering please visit [www.bristolcc.edu/medicalcoding](http://www.bristolcc.edu/medicalcoding). Students must purchase and download study materials from [www.dlearn.com/buynow.htm](http://www.dlearn.com/buynow.htm) for each course. Note: Students are allowed 2 courses per semester. [11 weeks]

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	eLearning TBA			W. Hess	FULL	Web based

## XHC05 - Pharmacy Technician

Fall 2011

Credit Course -

The immediate need for Pharmacy Tech professionals is growing in hospitals, community pharmacies, and many other healthcare settings. Join this exciting field by taking the Pharmacy Technician Certification Board's (PTCB) exam. Course content includes pharmacy-related medical terminology, reading and interpreting prescriptions, and defining drugs by generic and brand names. This course will focus on the knowledge and skill needed to pass the National Certification exam as well as preparing the student for the competitive field of pharmacy technicians. There is a book required for this course that may be purchased at the bookstore. [10 weeks]

Prerequisite: None

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

# Credit Course Search - Daily Listing for Wednesday December 21, 2011

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15714	XHC05 W1F	Pharmacy Technician	Fall River K203	M W	7:00 PM 9:00 PM	M. Roseberry	FULL	Noncredit

## XHC06 - Medical Terminology

Fall 2011

Credit Course -

Is your Medical Terminology knowledge where it needs to be? Leave no doubts by taking this online course which serves as the foundation for all other medical training courses. More than 1,000 words and terms are clearly defined and explained in 33 chapters outlined by different body systems. For more information on registering please visit [www.bristolcc.edu/medicalcoding](http://www.bristolcc.edu/medicalcoding). Students must purchase and download study materials from [www.dlearn.com/buynow.htm](http://www.dlearn.com/buynow.htm) for each course. Note: Students are allowed 2 courses per semester. [11 weeks]

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
15682	XHC06 W1W	Medical Terminology	eLearning TBA			W. Hess	FULL	Web based

## XHC07 - Medical Billing

Fall 2011

Credit Course -

A massive shift away from paper-based systems to electronic records and health insurance companies changing requirements has created a shortage of Medical Billing professionals with specialized training. This online course enables students to learn entry-level accounting skills for work in a doctor's office or other medical facilities. For more information on registering please visit [www.bristolcc.edu/medicalcoding](http://www.bristolcc.edu/medicalcoding). Students must purchase and download study materials from [www.dlearn.com/buynow.htm](http://www.dlearn.com/buynow.htm) for each course. Note: Students are allowed 2 courses per semester. [11 weeks]

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	eLearning TBA			W. Hess	FULL	Web based

## XHC08 - Advance Coding ICD9

Fall 2011

Credit Course -

The Advanced Coding ICD 9 course compiles and summarizes the official coding guidelines concerning the most common yet very complex diagnostic coding issues found in physician's offices and other medical facilities. Real-life coding problems are discussed involving ICD 9. For more information on registering please visit [www.bristolcc.edu/medicalcoding](http://www.bristolcc.edu/medicalcoding). Students must purchase and download study materials from [www.dlearn.com/buynow.htm](http://www.dlearn.com/buynow.htm) for each course. Note: Students are allowed 2 courses per semester. [11 weeks]

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 4WB	Advance Coding ICD9	xRestricted (Other) ONLINE ONLINE			W. Hess	FULL	Noncredit

## XHC09 - Advanced Coding - CPT

Fall 2011

Credit Course -

## Credit Course Search - Daily Listing for Wednesday December 21, 2011

Don't be left searching for workable solutions to advanced coding problems any longer. Featuring a primary emphasis on Evaluation and Management and Surgery codes, the Advanced Coding n CPT online course provides a five-step outline used to help students successfully code the exercises/scenarios within the problems. Detailed medical history reports, including post operative reports, are provided from which CPT codes are determined. For more information on registering please visit [www.bristolcc.edu/medicalcoding](http://www.bristolcc.edu/medicalcoding). Students must purchase and download study materials from [www.dlearn.com/buynow.htm](http://www.dlearn.com/buynow.htm) for each course. Note: Students are allowed 2 courses per semester. [11 weeks]

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 5WB	AdvancedCoding - CPT	xRestricted (Other) ONLINE ONLINE			W. Hess	FULL	Noncredit

### XHC10 - Certified Personal Trainer

Fall 2011

Credit Course -

Want to become a Personal Trainer? This non-credit instructional class is a 16-week course that provides potential personal trainers with the information, instruction, education, and experience needed to become safe and effective personal trainers. This class will prepare you to take the American Council on Exercise (ACE) national certified personal trainer exam. The course consists of lecture, discussion and some practical experience. CPR certification is included in this course - date to be determined. [16 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 A1	R	6:30 PM 8:30 PM	J. Staples	FULL	Noncredit

### XHC12 - Nurse Aide Training

Fall 2011

Credit Course -

Prepare yourself to get employment opportunities in nursing homes, home care, and hospitals. Nurse Aide Training teaches basic nursing skills 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(dates to be announced). For more information and required forms (to be completed before class begins) 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
16324	XHC12 W1F	Nurse Aide Training	Fall River E106	M T R	5:30 PM 9:00 PM	.	FULL	Noncredit
17652	XHC12 W2F	Nurse Aide Training	Fall River E106	W F	5:30 PM 9:00 PM	R. Keyes	FULL	Noncredit
16875	XHC12 W3A	Nurse Aide Training	Attleboro Center ATT AT146	S	8:00 AM 4:00 PM	R. Keyes	FULL	Noncredit

### XHC12 - Nurse Aide Training

Fall 2011

Credit Course -

Prepare yourself to get employment opportunities in nursing homes, home care, and hospitals. Nurse Aide Training teaches basic nursing skills 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(dates to be announced). For more information and required forms (to be completed before class begins) please go to [www.bristolcc.edu/cna](http://www.bristolcc.edu/cna). [25 sessions]

Prerequisite: None

# Credit Course Search - Daily Listing for Wednesday December 21, 2011

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
16324	XHC12 W1F	Nurse Aide Training	Fall River E106	M T R	5:30 PM 9:00 PM	.	FULL	Noncredit
17652	XHC12 W2F	Nurse Aide Training	Fall River E106	W F	5:30 PM 9:00 PM	R. Keyes	FULL	Noncredit
16875	XHC12 W3A	Nurse Aide Training	Attleboro Center ATT AT146	S	8:00 AM 4:00 PM	R. Keyes	FULL	Noncredit

## XHC12 - Nurse Aide Training

Fall 2011

Credit Course -

Prepare yourself to get employment opportunities in nursing homes, home care, and hospitals. Nurse Aide Training teaches basic nursing skills 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 (dates to be announced). For more information and required forms (to be completed before class begins) 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
16324	XHC12 W1F	Nurse Aide Training	Fall River E106	M T R	5:30 PM 9:00 PM	.	FULL	Noncredit
17652	XHC12 W2F	Nurse Aide Training	Fall River E106	W F	5:30 PM 9:00 PM	R. Keyes	FULL	Noncredit
16875	XHC12 W3A	Nurse Aide Training	Attleboro Center ATT AT146	S	8:00 AM 4:00 PM	R. Keyes	FULL	Noncredit

## XHC25 - CPR Course for Health Care

Fall 2011

Credit Course -

The CPR Course for Health Care Professionals instructs the basics of learning, practicing, and understanding the intricate details of performing CPR if necessary. The hands-on course includes adult, child, and infant CPR, choke save techniques for conscious and unconscious victims, and AED requirements. Course certification is good for 2 years from the approximate date of the class. Students must purchase a book prior to class. Book is available at the campus bookstore. [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
16978	XHC25 05	CPR Course for Health Care	Fall River C114	S	9:00 AM 1:00 PM	.	FULL	Noncredit
18288	XHC25 05	CPR Course for Health Care	Fall River TBA	R	6:00 PM 10:00 PM	.	FULL	Noncredit
16352	XHC25 W04	CPR Course for Health Care	Fall River C114	R	6:00 PM 10:00 PM	.	FULL	Noncredit
16351	XHC25 W1F	CPR Course for Health Care	Fall River C114	M	6:00 PM 10:00 PM	B. Oleson	FULL	Noncredit

## XHC25 - CPR Course for Health Care

Fall 2011

Credit Course -

## Credit Course Search - Daily Listing for Wednesday December 21, 2011

The CPR Course for Health Care Professionals instructs the basics of learning, practicing, and understanding the intricate details of performing CPR if necessary. The hands-on course includes adult, child, and infant CPR, choke save techniques for conscious and unconscious victims, and AED requirements. Course certification is good for 2 years from the approximate date of the class. Students must purchase a book prior to class. Book is available at the campus bookstore. [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
16978	XHC25 05	CPR Course for Health Care	Fall River C114	S	9:00 AM 1:00 PM	.	FULL	Noncredit
18288	XHC25 05	CPR Course for Health Care	Fall River TBA	R	6:00 PM 10:00 PM	.	FULL	Noncredit
16352	XHC25 W04	CPR Course for Health Care	Fall River C114	R	6:00 PM 10:00 PM	.	FULL	Noncredit
16351	XHC25 W1F	CPR Course for Health Care	Fall River C114	M	6:00 PM 10:00 PM	B. Oleson	FULL	Noncredit

### XHW09 - Reiki I

Fall 2011

Credit Course -

A Japanese hands on healing art presently being used as a complimentary therapy along with western medicine. Reiki can be used on everything from stress to chronic illness. Reiki speeds up the healing system of the individual receiving the treatment. It is presently being used in many hospitals before and after surgery assisting the patient to a faster recovery period. Reiki is multidimensional , working on the physical, mental, emotional & spiritual energies of the body. Upon completion of the course, students acquire a certificate to practice at a Reiki I level. Textbook is not included. Students should bring cash or a check for \$10 the first night of class, plus a blanket and two pillows. [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
17074	XHW09 06	Reiki I	Fall River C110	U	8:00 AM 4:00 PM	V. Bobola	FULL	Noncredit

### XHW11 - Yoga for Beginners

Fall 2011

Credit Course -

The beauty of Yoga is its non-discrimination against age, gender, flexibility, or strength. Anyone can learn and benefit from Yoga, so what are you waiting for?! Yoga for Beginners teaches students about Hatha Yoga, a scientific system for health improvement and self-relaxation that helps soothe the body while providing a great fitness regiment that's taking the country by storm. [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 A1	M	6:00 PM 7:30 PM	S. Khoury	FULL	Noncredit

### XHW54 - Reiki II

Fall 2011

Credit Course -

Reiki Level II is a more advanced training. The attunement is stronger than level I and allows an even larger flow of Reiki energy through your body.

Prerequisite: None

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

## Credit Course Search - Daily Listing for Wednesday December 21, 2011

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
18158	XHW54 06	Reiki II	Fall River C110	S	8:00 AM 4:00 PM	.	OPEN	Noncredit

### XIT02 - Computer Fundamentals

Fall 2011

Credit Course -

No one is born with computer skills – they are taught, learned, and repeatedly practiced. Step out of the novice ring by taking the Computer Fundamentals course and learn basic computer concepts, such as how to send an email, how to search the Internet, and valuable basics of computer programs such as Microsoft Word. No prior experience necessary. No books are needed for 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
15816	XIT02 06	Computer Fundamentals	Fall River K116	S	1:30 PM 3:30 PM	R. Ferro	FULL	Noncredit

### XIT03 - Computer Intermediate

Fall 2011

Credit Course -

For students that have completed Computer Fundamentals, this course is a continuation of that class. The Computer Intermediate course familiarizes participants with more advanced and intensive PC programs, plus enables more advanced computer training skills. This course is a must for job seekers! Please create your AccessBCC account before the first day of 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
16272	XIT03 W1F	Computer Intermediate	Fall River K116	S	1:30 PM 3:30 PM	R. Ferro	FULL	Noncredit

### XIT04 - Digital Photography

Fall 2011

Credit Course -

Take your digital camera skills to the next level beyond family events and birthday parties. Our Digital Photography course teaches you how to use your new camera like a professional by dramatically improving technical skills, accuracy, image control, and color composition recognition. Basic computer skills required 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 W03	Digital Photography	Fall River K118	T	7:00 PM 9:45 PM	R. Figueroa	OPEN	Noncredit

### XIT06 - Microsoft Office

Fall 2011

Credit Course -

Understanding how to use Microsoft Office is becoming a necessity for workers, job seekers, and home computer owners. Learn the basics of Microsoft Office to easily create, format, and work with documents using Word, or create Excel spreadsheets by working with formulas, and build presentations using PowerPoint. Basic computer skills required. Please create your AccessBCC account before the first day of class. [5 sessions]

Prerequisite: None

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

# Credit Course Search - Daily Listing for Wednesday December 21, 2011

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16283	XIT06 W1F	Microsoft Office	Fall River K116	S	9:30 AM 3:30 PM	R. Ferro	OPEN	Noncredit

## XIT08 - QuickBooks

Fall 2011

Credit Course -

It's no secret that QuickBooks is the number one accounting software utilized by small businesses. Learn the fundamentals of QuickBooks and get rid of outdated and slow accounting practices for good. This course provides lessons on setting up a company's accounts receivable, accounts payable, payroll, and inventory. Book will be provided the first day of 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
15718	XIT08 W02	QuickBooks	Fall River K102	T	7:00 PM 9:45 PM	L. Reilly	FULL	Noncredit

## XIT09 - QuickBooks Advanced

Fall 2011

Credit Course -

Build on your basic knowledge of QuickBooks and get hands-on experience with the more advanced features of this popular accounting software. Our QuickBooks Advanced course prepares students to utilize QuickBooks to streamline payroll procedures, and simplify the monthly, quarterly, and annual report writing process. Book will be provided the first day of class. [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 W02	QuickBooks Advanced	Fall River K102	T	7:00 PM 9:45 PM	L. Reilly	OPEN 1 seat left	Noncredit

## XIT22 - Photoshop Level I

Fall 2011

Credit Course -

Achieve the wow factor in your graphics work and image designs by taking the Photoshop Level 1 course. In this class students will learn how to customize workspace areas and become familiar with Photoshop's tools and their options. Basic image editing and use selections instructions are also covered. Class projects will be completed based on these skills. Books will be provided. Basic computer skills required. Please create your AccessBCC account before the first day of 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
15752	XIT22 W1F	Photoshop Level I	Fall River K119	R	7:00 PM 9:45 PM	R. Figueroa	FULL	Noncredit

## XIT37 - Photoshop Level 2

Fall 2011

Credit Course -

The second part of this program will introduce layers, advanced selections, and advanced image editing to students. The Photoshop Level 2 course also covers typography and typographic design. Projects to be completed during this course will utilize these skills as well as reinforce design elements learned in Level 1. Books will be provided the first day of class. Please create your AccessBCC account before the first day of class. [5 sessions] \*Cell 142:

Prerequisite: None

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

## Credit Course Search - Daily Listing for Wednesday December 21, 2011

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
16837	XIT37 W02	Photoshop Level 2	Fall River K119	R	7:00 PM 9:45 PM	R. Figueroa	OPEN	Noncredit

### XLS03 - Portuguese Conversation I

Fall 2011

Credit Course -

Did you know that Portuguese ranks as the world's seventh most popular language featuring between 205-230 million native speakers? Learn the language often heard in many communities around BCC by taking our Portuguese Conversation course. The class teaches a friendly person-to-person 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 B112	M	7:00 PM 9:00 PM	V. Correia	FULL	Noncredit

### XLS08 - Chinese Conversation

Fall 2011

Credit Course -

Mandarin Chinese has the proud distinction of being the number one most spoken language in the world. Our Chinese Conversation course helps students learn basic conversation skills in China's most popular dialect – 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 TBA	W	6:30 PM 8:30 PM	K. Yung	FULL	Noncredit

### XLS12 - Spanish Conversation II

Fall 2011

Credit Course -

Designed to serve as an extension of Conversational Spanish I, students enrolled in Spanish Conversation II will push their Spanish speaking capabilities into a more challenging direction. Participants will gain increased speaker confidence, stronger command of the language, and are encouraged to study key components which define the inner workings 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 03	Spanish Conversation II	Fall River D105	W	7:00 PM 9:00 PM	D. Carreira	OPEN 1 seat left	Noncredit

### XRS01 - Real Estate Sales Exam Prep

Fall 2011

Credit Course -

The Real Estate Sales Exam Prep course is a prerequisite for licensing as a real estate salesperson and 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. Students must complete 40 hours of classroom instruction to be eligible to receive the required Candidate Handbook and to take the licensing exam. Book provided the first day of class [10 sessions]

Prerequisite: None

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

# Credit Course Search - Daily Listing for Wednesday December 21, 2011

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 C201	T	6:00 PM 9:50 PM	J. Anjos	FULL	Noncredit

## XTR08 - OSHA Construction Safety Train

Fall 2011

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	.	FULL	Noncredit

## XTR20 - Geometric Dimensioning & Toler

Fall 2011

Credit Course -

Students will learn the GD&T skills required for interpreting intermediate to complex manufacturing drawings. They will understand GD&T concepts and how to apply them to the work piece. At the end of the course, they will be able to interpret intermediate and complex drawings with ease and confidence and understand the relationship between the blueprint and actual measurements and work pieces. Students will apply basic shop math to arrive at acceptance or rejection of work piece based on their calculations. The importance of accuracy, types of fit and myths in GD&T will be reviewed, all within the ASME Y.15 2009 standard specifications. [13 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
18128	XTR20 00	Geometric Dimensioning & Toler	Fall River TBA	W	6:00 PM 8:00 PM	.	FULL	Noncredit

## XTR21 - Inspection Skills and Best Pra

Fall 2011

Credit Course -

Inspection Skills and Best Practices is an overview of best practices and inspection skills for those who must measure and accept or reject product in the workplace, based on blueprints, internal and external standards. A review of Federal Standards and application to manufacturing and inspection practices. Emphasis will be primarily on Medical Device Industry. [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
18129	XTR21 00	Inspection Skills and Best Pra	Fall River TBA	S	10:00 AM 12:00 PM	.	FULL	Noncredit

## XTR22 - OSHA 10 Hour General Industry

Fall 2011

Credit Course -

## Credit Course Search - Daily Listing for Wednesday December 21, 2011

The first half of the OSHA 10-hour General Industry Course covers certain OSHA-mandated topics, such as an overview of OSHA, tips on how to locate specific OSHA regulations, basic electrical safety, & walking/working surfaces. But the remaining 5 hours of the class can be customized to address other OSHA General Industry training topics that pertain specifically to your operations, such as machinery guarding, overhead & mobile cranes, confined space entry, PPE, and tools & equipment. Attendees leave the class armed with training, reference materials, and information that is truly meaningful. This course is based on the requirements contained within the OSHA Code of Federal Regulations for General Industry (29 CFR 1910). [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
18130	XTR22 03	OSHA 10 Hour General Industry	Fall River TBA	T W R	6:30 PM 9:30 PM	.	FULL	Noncredit

### XWB01 - Supply Chain Mngt Fund

Fall 2011

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). [Online courses are led by an expert instructor for 6 weeks of 12 lessons. Online learning access 24/7]

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	eLearning TBA			.	OPEN	Web based

### XWB04 - Principles of Sales Management

Fall 2011

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). [Online courses are led by an expert instructor for 6 weeks of 12 lessons. Online learning access 24/7]

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	eLearning TBA			.	OPEN	Web based

### XWB05 - Manufacturing Fundamentals

Fall 2011

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). [Online courses are led by an expert instructor for 6 weeks of 12 lessons. Online learning access 24/7]

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 Wednesday December 21, 2011

15740	XWB05 W1W	Manufacturing Fundamentals	eLearning TBA				OPEN	Web based
-------	--------------	-------------------------------	------------------	--	--	--	------	-----------

## XWB06 - Customer Service Fundamentals

Fall 2011

Credit Course -

In this six-week online course of customer service fundamentals, 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. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [Online courses are led by an expert instructor for 6 weeks of 12 lessons. Online learning access 24/7]

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	eLearning TBA				OPEN	Web based

## XWB07 - Purchasing Fundamentals

Fall 2011

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). [Online courses are led by an expert instructor for 6 weeks of 12 lessons. Online learning access 24/7]

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	eLearning TBA				OPEN	Web based

## XWB08 - Six Sigma: Total Quality Fund

Fall 2011

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). [Online courses are led by an expert instructor for 6 weeks of 12 lessons. Online learning access 24/7]

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	eLearning TBA				OPEN	Web based

## XWB09 - Employment Law Fund

Fall 2011

Credit Course -

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [Online courses are led by an expert instructor for 6 weeks of 12 lessons. Online learning access 24/7]

Prerequisite: None

# Credit Course Search - Daily Listing for Wednesday December 21, 2011

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	eLearning TBA			.	OPEN	Web based

## XWB10 - Mastery of Business Fund

Fall 2011

Credit Course -

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [Online courses are led by an expert instructor for 6 weeks of 12 lessons. Online learning access 24/7]

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	eLearning TBA			.	OPEN	Web based

## XWB11 - Administrative Assistant Fund

Fall 2011

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. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro) [Online courses are led by an expert instructor for 6 weeks of 12 lessons. Online learning access 24/7]

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	eLearning TBA			.	OPEN	Web based

## XWB111 - Intro to Oracle

Fall 2011

Credit Course -

Learn how to use the Oracle database management system to plan, organize, and manage your data. This course will introduce you to the Structured Query Language (SQL). 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
17935	XWB111 99	Intro to Oracle	eLearning TBA			.	OPEN	Web based

## XWB12 - Fund of Supervision & Mgt

Fall 2011

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 learn 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). [Online courses are led by an expert instructor for 6 weeks of 12 lessons. Online learning access 24/7]

Prerequisite: None

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

# Credit Course Search - Daily Listing for Wednesday December 21, 2011

CRN	Course / Section	Course Title	Campus / Room	Days	Start / End Time	Instructor	Course Status	Course Type
15731	XWB12 W1W	Fund of Supervision & Mgt	eLearning TBA	U	11:00 PM 11:50 PM	.	OPEN	Web based

## XWB16 - Accounting Fundamentals

Fall 2011

Credit Course -

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. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [Online courses are led by an expert instructor for 6 weeks of 12 lessons. Online learning access 24/7]

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 99	Accounting Fundamentals	eLearning TBA			.	OPEN	Web based

## XWB174 - Intro.toInDesignCS4

Fall 2011

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
17993	XWB174 99	Intro.toInDesignCS4	xRestricted (Other) ONLINE ONLINE			.	OPEN	Noncredit

## XWB18 - Intro to Microsoft Access 2007

Fall 2011

Credit Course -

Learn how Microsoft's powerful and award-winning database can help you manage, store, search, analyze, and display important business, personal, or scientific data. You'll gain practical, hands-on experience with tables, relationships, custom data entry forms, queries, mailing labels, macros, and more. Increase productivity, reduce data entry errors, conduct comprehensive searches, and produce handsome and professionally formatted reports. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [Online courses are led by an expert instructor for 6 weeks of 12 lessons. Online learning access 24/7]

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 Microsoft Access 2007	eLearning TBA			.	OPEN	Web based

## XWB20 - Introduction to QuickBooks2009

Fall 2011

Credit Course -

In this QuickBooks class, you'll get the training you need to start using this accounting program to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports. You'll learn how to use QuickBooks 2009 to gain control over all financial aspects of your business! For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [Online courses are led by an expert instructor for 6 weeks of 12 lessons. Online learning access 24/7]

Prerequisite: None

# Credit Course Search - Daily Listing for Wednesday December 21, 2011

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
16262	XWB20 W1W	Introduction to QuickBooks2009	eLearning TBA			.	OPEN	Web based

## XWB21 - Perfor Payroll with Quickbooks

Fall 2011

Credit Course -

Learn how to use QuickBooks 2009 to process payroll quickly and easily. You'll discover all the steps you need to take to properly set up your payroll system, troubleshoot common problems, and avoid mistakes. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [Online courses are led by an expert instructor for 6 weeks of 12 lessons. Online learning access 24/7]

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
16263	XWB21 W1W	Perfor Payroll with Quickbooks	eLearning TBA	U	5:00 PM 9:00 PM	.	FULL	Web based

## XWB22 - Intermediate Excel 2010

Fall 2011

Credit Course -

Do you work with numbers? Then you need to master Microsoft Excel 2010—and this is the place to do it. In this easy online course, you'll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts, creating three-dimensional workbooks, building links, working with templates, and creating macros and custom toolbar buttons. By the time you're done, you'll be using Excel like a professional. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [Online courses are led by an expert instructor for 6 weeks of 12 lessons. Online learning access 24/7]

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
16264	XWB22 W1W	Intermediate Excel 2010	eLearning TBA	U	5:00 PM 9:00 PM	.	OPEN	Web based

## XWB23 - Intro to Microsoft Excel 2010

Fall 2011

Credit Course -

Do you work with numbers? Then you need to master Microsoft Excel 2010—and this is the place to do it. In this easy online course, you'll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts, creating three-dimensional workbooks, building links, working with templates, and creating macros and custom toolbar buttons. By the time you're done, you'll be using Excel like a professional. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [Online courses are led by an expert instructor for 6 weeks of 12 lessons. Online learning access 24/7]

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
16265	XWB23 W1W	Intro to Microsoft Excel 2010	eLearning TBA			.	OPEN	Web based

## XWB24 - Medical Coding

Fall 2011

Credit Course -

## Credit Course Search - Daily Listing for Wednesday December 21, 2011

Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure. For information and to register, go to [www.ed2go.com/bristol](http://www.ed2go.com/bristol). [Online courses are led by an expert instructor for 6 weeks of 12 lessons. Online learning access 24/7]

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
16266	XWB24 W1W	Medical Coding	eLearning TBA			.	OPEN	Web based

### XWB45 - Secrets of Better Photography

Fall 2011

Credit Course -

Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You'll learn the basic technology that all cameras use, and you'll receive helpful information on exposure and lighting. You'll also explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, macro and still life. For information and to register go to [www.ed2go.com/bristol](http://www.ed2go.com/bristol) [6 weeks]

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
17894	XWB45 99	Secrets of Better Photography	eLearning TBA			.	OPEN	Web based

### XWB59 - Medical Terminology

Fall 2011

Credit Course -

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. 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
17893	XWB59 99	Medical Terminology	eLearning TBA			.	OPEN	Web based

### XWB69 - Intro. to Microsoft Excel 2003

Fall 2011

Credit Course -

Discover the secrets to setting up fully formatted worksheets quickly and efficiently. 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
17938	XWB69 99	Intro. to Microsoft Excel 2003	eLearning TBA			.	OPEN	Web based

### XWB70 - Intro to Microsoft Access 2003

Fall 2011

Credit Course -

Learn how to store, locate, print, and automate access to all types of information. For information and to register, go to [www.ed2go.com/bristol](http://www.ed2go.com/bristol). [ 6 sessions]

Prerequisite: None

## Credit Course Search - Daily Listing for Wednesday December 21, 2011

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
17937	XWB70 99	Intro to Microsoft Access 2003	eLearning TBA			.	OPEN	Web based

### XWB77 - Creating Web Pages

Fall 2011

Credit Course -

Learn how to design, create, and post your very own site on the Internet's World Wide Web. Discover low-cost marketing techniques and search engine strategies. For information and to register, go to [www.ed2go.com/bcc-pro](http://www.ed2go.com/bcc-pro). [6 weeks]

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
17936	XWB77 99	Creating Web Pages	eLearning TBA			.	OPEN	Web based