Spring 2020

Career Certificates & Professional Development
Computer Technology
English for Speakers of Other Languages (ESOL)
High School Equivalency Preparation
Online Courses
Personal Enrichment

Train for a new career.
Take your career to the next level.
Explore a new interest.

Stay connected.

Quality education has never been closer to home.
For more information on our ESOL and other exciting programs, please call 508-588-9100 x1509
www.massasoit.edu/communityed
The Mission of the College

Massasoit Community College is a dynamic, diverse learning community that supports all students in their education, leading to a career, transfer to four-year institutions, and the pursuit of lifelong learning. Faculty and staff are committed to student success and strive to offer accessible and innovative programs with comprehensive support services to prepare students for membership in a global society.

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College Office Directory

General Information

All extensions can be accessed by dialing 508-588-9100
For a full directory go to www.massasoit.edu

BROCKTON CANTON

1801 Academic Resource Center (ARC) 2516
1411 Admissions 2114
1461 Advising, Career & Transfer Center (ACT) 2114, 2468
1152 Bookstore 2159
1018 Canton Enrollment Center 2676, 2114
1509 Community Education 1302
1006 Development & Alumni Relations 2132
1805 Access and Disability Resources 2132
1311 Evening Services 2070
1479 Financial Aid 2008
1312 Internships
1941 Library 2942
1477, 1063 Military & Veterans Services 2677
1949 Registrar/Registration 1507
1482 Student Life 2118
1991, 1994 Testing and Assessment
1234 Theatre (Box Office)

Your call is important to us!

Massasoit’s Middleborough Center

Follow your dream, closer to home.

Offering full degree completion on-site in liberal arts, business, criminal justice, and childhood education.
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Have an idea for a new course?
Want to be an instructor?
We would love to hear from you!

Contact 508-588-9100 x1310
or ktilden@massasoit.mass.edu

STATEMENT OF PUBLICATION: This is an official publication of Massasoit Community College. Course offerings, dates, tuition, fee, and other information are subject to change at any time. The College reserves the right to add, withdraw, or revise any provision or requirement described herein. The information in this publication is provided solely for the convenience of the reader, and the college expressly disclaims any liability which may otherwise be incurred. This publication is neither a contract nor an offer to make a contract.

Massasoit Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the Chief Diversity Officer & Title IX Coordinator, Yolanda Dennis, Office of Diversity and Inclusion, 508-588-9100 x1309, Brockton Campus, Administration Building, Room 219, ydennis@massasoit.mass.edu, or the Associate Dean of Students & Deputy Title IX Coordinator, Joseph DiMaria, 508-588-9100 x1417, Brockton Campus, Administration Building, Room 219, jdimaria@massasoit.mass.edu, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights.
Registration Information

For Non-Credit courses

Completed forms may be submitted by mail, in-person, or by fax or email.

Mail to: One Massasoit Boulevard
Attn: Registrar’s Office, Brockton, MA 02302

In Person: Student Central in Brockton
or Middleborough, and Enrollment Center in Canton

Fax: 508-427-1246
Email: registrar@massasoit.mass.edu

Withdrawal and Refund Information

To withdraw, you can visit the Registrar’s Office in Brockton, the Enrollment Center in Canton, or the main Office in Middleborough.

Alternatively, you can:

1) send an email from your Massasoit email account to registrar@massasoit.mass.edu requesting withdrawal, or

2) send a fax to 508-427-1246 with your printed and signed name requesting withdrawal.

Withdrawals before the start of the first class are granted a 100% refund. Withdrawals after the first class are refunded 0-50% depending on the length of the course.

For more information call:
508-588-9100 x1509

Massasoit Police

The Massasoit Community College Police Department is located in the lower level of the Student Center in room B158, and on the Canton campus in room 202 on the second floor. Safety call boxes are available in the corridors of the academic buildings on both campuses and connect directly to campus Police. Massasoit police officers are licensed under Massachusetts General Law, Chapter 22, Section 63 by the State Police granting the same powers of arrest as a city or town police officer while on property owned, used, and occupied by Massasoit Community College.

In accordance with federal law, the College is required to advise the campus community where information concerning registered sex offenders may be obtained. Accordingly, in order to access public information pertaining to registered sex offenders enrolled or employed at the College, please contact the Commonwealth of Massachusetts Sex Offender Registry Board, PO Box 392, North Billerica, MA 01862-4597 or by phone at 978-740-6400. You may also contact the campus Police Department on the Brockton campus. For related questions please call ext. 1041.

Massasoit Community College complies with the Jeanne Clery Disclosure of campus Security Policy and campus Crime Statistics Act (Clery Act), which is a federal law requiring most colleges and universities nationwide to publish statistics in order to inform the campus community about certain criminal offenses committed on or near campus. Clery statistics involving Massasoit Community College can be requested by contacting the College Police Department or visiting the College’s website at www.massasoit.edu/police.

On Campus Emergency Telephone Numbers

<table>
<thead>
<tr>
<th>Campus Police</th>
<th>508-427-1296</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Number</td>
<td>x911</td>
</tr>
<tr>
<td>Business Number</td>
<td>x1041</td>
</tr>
<tr>
<td>Direct Line</td>
<td>508-427-1296</td>
</tr>
<tr>
<td>Health Services/Canton</td>
<td>x2451</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Counseling Support Services</th>
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<tbody>
<tr>
<td>Brockton</td>
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<tr>
<td>Canton</td>
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<tr>
<th>Brockton Area Emergency Numbers</th>
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<tbody>
<tr>
<td>Brockton Police and Fire</td>
</tr>
<tr>
<td>Brockton Hospital</td>
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<tr>
<td>Brockton Rape Crisis Center</td>
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</tbody>
</table>
Spring 2020 Courses

Career Certificates & Professional Development

Allied Health

CSHH042 Community EMS
This is a 100-hour program that has received continuing education credit from the Office of Emergency Medical Service and is designed to provide the base education for those individuals and departments that have chosen to offer Community EMS to their service area. The program will follow the American Academy of Orthopedic Surgeons (AAOS) curriculum. This program will consist of classroom and some practical lab skills. The program will include 5 Saturday Lab practical sessions. There is no clinical required for this program. The program will also provide students with the base knowledge for those opting to offer Mobile Integrated Healthcare and Mobile Integrated Healthcare with diversion services. Upon successful completion of this program, licensed Paramedics will be eligible to sit for the Certified Community Paramedic exam. Upon successful completion of this course, students will be awarded a certificate of completion from the college. Students may submit this certificate to MA OEMS and receive up to 23.5 hours of continuing education credits!

Middleborough | MD106 | 27615 | $999 plus textbook
Monday/Wednesday | 5:30 pm - 9:30 pm | 2/24/20 - 4/25/20
Instructor: Staff

CSHH044 EKG Technician
This comprehensive 50 hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT - Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. Additional fee for EKG Technician exam.

Brockton | B224 | 27555 | $999
Monday/Wednesday | 6:00 pm - 9:30 pm | 2/24/20 - 6/22/20
Instructor: Staff

Canton | C410 | 27600 | $999
Tuesday/Thursday | 6:00 pm - 9:30 pm | 3/24/20 - 5/12/20
Instructor: Staff

CSHH035 Emergency Medical Technician Basic
This 172-hour MA accredited certificate program is designed to prepare students to function in the field as pre-hospital care providers. The curriculum follows National Standard Curriculum and meets and/or exceeds the Massachusetts Department of Public Health Office of Emergency Medical Services (OEMS) requirements. Through classroom and hands-on training, students learn how to manage emergencies in the pre-hospital environment including but not limited to: medical, traumatic, obstetric, psychiatric, pediatric, geriatric, and environmental emergencies. Successful completion allows the student to sit for State of Massachusetts and National Registry of EMTs Emergency Medical Technician certification exams. This is an entry-level program for those who wish a career in Emergency Medical Services (EMS) up to the Paramedic level. Additional fees for: textbooks, uniforms, national testing, and MA state certification, plus students are required to participate in an EMS online testing component (separate fee). Students are required to acquire and/or maintain a Health Care Provider CPR certification. A Massasoit certificate of completion will be issued to students who successfully complete the Basic EMT program. For specific program requirements or information, please call x1310.

Brockton | TBD | 27555 | $969
Monday/Tuesday/Wednesday Thursday | 9:00 am - 1:00 pm | 2/3/20 - 4/16/20
Instructor: Staff

Middleborough | MDL127 | 27610 | $969
Tuesday/Thursday | 9:00 am - 1:00 pm | 2/4/20 - 4/28/20
Instructor: Staff

Canton | C208 | 27598 | $969
Saturday/Sunday | 8:30 am - 5:00 pm | 3/7/20 - 5/30/20
Instructor: Staff

CSHH379 Basic Life Support for Healthcare Providers
The BLS for Healthcare Providers course is designed to provide skills required in a healthcare setting. This program is for physicians, nurses, paramedics, emergency medical technicians, respiratory, physical, and occupational therapists, physician’s assistants, and other allied health personnel. In addition, BLS training can be appropriate for first responders, such as police officers and firefighters, as well as for laypeople whose work brings them into contact with members of the public. Skills taught are adult and pediatric CPR, two-rescuer scenarios and use of the bag-valve mask, foreign-body airway obstruction (conscious and unconscious), automated external defibrillation (includes child AED update), special resuscitation situations, and other cardiopulmonary emergencies.

Brockton | TBD | 27557 | $89
Friday | 8:30 am - 12:30 pm | 2/7/20 - 2/7/20
Instructor: Staff

Middleborough | MD106 | 27616 | $89
Wednesday | 5:30 pm - 9:30 pm | 2/12/20 - 2/12/20
Instructor: Staff

Available through a generous EEC Career Pathways Grant, early childhood professionals are eligible for free certification of CPR, First Aid, and AED. The grant covers the cost of the course, materials and certification card.

Registration and information--call or email:
Sonia Schonning, Director, EEC Career Pathways Grant
sschonnin@massasoit.mass.edu | 508-588-9100 x1914

To learn more, visit www.massasoit.edu/communityed.
Spring 2020 Courses

CSHH054 Medical Interpreting

This 60-hour program provides working knowledge of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency, and medical terminology/vocabulary. Open to all languages, students must be fully bilingual and must be fluent in English and one other language. Offered in collaboration with TransFluenci EDU, this course is designed for those preparing for entry level careers as medical interpreters as well as for working interpreters preparing for the National Board Certificate exam. This program meets the National Board for Medical Interpreter Certification training requirement and prepares you to pass the certification exam. Because a language assessment is required, students must register at least two weeks in advance. Upon successful completion of the course, students will receive a certificate of completion from the college.

Brockton | B223 | 27559 | $1,079
Monday/Wednesday | 6:00 pm - 9:00 pm | 2/10/20 - 4/29/20
Instructor: Staff

CSHH057 Ophthalmic Assistant Program, Part II

Building on Part I, this course will offer more hands-on learning combined with more advanced principles needed to perform at an entry level. The student must satisfactorily complete the first semester or submit documentation of at least 4 months full time experience in an ophthalmology practice in order to register for this course. For more information call x310. Certificate of completion awarded upon successful completion of both courses. Note: Many sessions will be offsite; students must provide transportation for these offsite sessions.

Canton | C335 | 27601 | $439
Wednesday | 6:30 pm - 9:00 pm | 1/22/20 - 4/8/20
Instructor: Staff

CSHH048 Pharmacy Technician

This program will prepare students to enter the pharmacy field and to pursue certification including the Pharmacy Technician Certification Board’s (PTCB) exam. Through classroom lecture and hands-on labs, you will review pharmacy calculations, medical terminology specific to the pharmacy, review of the top 200 drugs, dosage calculations and conversions, I.V. flow rates, Aseptic technique, handling of sterile products, Total Parenteral Nutrition (TPM), drug compounding, dispensing of prescriptions, inventory control, billing and reimbursement. Students must have strong math skills in order to be successful in this program and field. To be eligible for the optional 80-hour externship, you must successfully complete the 50-hour classroom program, submit to our instructional partner a thorough background check (CORI), drug screening, proof of immunization, a negative TB test and meet other requirements. Strong math skills are required for success in this program. Note: The Pharmacy Technician Certification Board (PTCB) and Certified Pharmacy Technician Exam (CPHt) are optional and are not included in the cost of the program. For additional information on the PTCB exam, visit their website at www.ptcb.org or call 800-363-8012. Cost includes required textbook.

Brockton | B222 | 27532 | $269
Tuesday | 6:00 pm - 9:30 pm | 3/23/20 - 3/25/20
Instructor: Andrea S. Gouthro

Canton | C208 | 27591 | $269
Wednesday | 6:00 pm - 9:30 pm | 3/24/20 - 3/11/20
Instructor: Andrea S. Gouthro

CSBU053 Veterinary Assistant, Part 2

In this second course, you will learn the legal issues regarding pharmacy and pharmacology, laboratory and surgical preparation procedures as well as introduction of Radiology and Ultrasound imaging equipment. Courses must be taken in sequential order.

Brockton | B222 | 27533 | $269
Tuesday | 6:00 pm - 9:30 pm | 3/24/20 - 5/20
Additional class dates - Saturdays: 4/4 & 4/18 (9:00am-12:00pm).
Instructor: Andrea S. Gouthro

Canton | C208 | 27592 | $269
Wednesday | 6:00 pm - 9:30 pm | 3/25/20 - 5/6/20
Additional class dates - Saturdays: 4/4 & 4/18 (9:00am-12:00pm).
Instructor: Andrea S. Gouthro

Continuing Education for EMS

CSHH038 EMT Core Competency Program

This 20-hour course is designed to meet and/or exceed National and Massachusetts refresher requirements for EMT-Basics. This course is based upon task analysis of EMTs and focuses on what skills EMTs perform in day-to-day operations. Upon successful completion of this course, students will receive a course certificate.

Middleborough | TBD | 27611 | $189
Monday/Wednesday | 5:30 pm - 9:30 pm | 2/5/20 - 2/19/20
Instructor: Staff

Middleborough | MDL127 | 27612 | $189
Monday/Tuesday | 8:30 am - 5:00 pm
Wednesday | 8:30 am - 12:30 pm
3/25/20 - 5/25/20
Instructor: Staff

CSHH041 Paramedic Core Competency

National Continued Competency Requirements (NCCR) are determined by the NREMT Board of Directors based upon widespread input from EMS researchers, EMS physician and EMS provider stakeholders. The NCCR comprises 50% of the overall requirements necessary to recertify. Topics in the NCCR are chosen among the following: evidence-based medicine, any changes in the National EMS Scope of Practice Model, science-related position papers that affect EMS patient care, topics which cover patient care tasks that have low frequency yet high criticality, and articles which improve knowledge to deliver patient care. The NREMT will provide the educational materials for this component to the EMS community as part of their mission - to protect the public.

*This program is used in place of DOT 48 hour Paramedic refresher.

Middleborough | MDL127 | 27614 | $299
Monday/Tuesday/Wednesday | 8:30 am - 5:00 pm
Thursday | 8:30 am - 3:00 pm
2/24/20 - 2/27/20
Instructor: Staff
Courses

Legal

CSBU049  Legal Interpreting Hearings & Proceedings
This class is open to students who would like to expand their interpreting skills in legal settings. The class will cover the most in-demand types of hearings such as Due Process Hearings, Unemployment Hearings and Depositions. Students will learn legal terminology and procedural protocols needed to interpret for various types of hearings. In addition, students will have the opportunity for intense practice through mock depositions, due process and unemployment hearings. These mock hearings will give the students the experience and comfort-level needed to apply for work in the field. Trained legal interpreters are in demand throughout Massachusetts and nationwide in law offices, schools, state agencies and contracting agencies. Prerequisite: Students must provide a certificate of completion for a minimum of 40 hours of interpreter training or a letter from your employer confirming a minimum of 3 years’ experience as a working interpreter in any setting. Please register early as a brief telephone interview will be required before acceptance into the course. Open to Spanish, Portuguese, Cape Verdean Creole, and Haitian Creole.

Instructor: Susan Briggs
Brockton | B327 | 27531 | $1,079
Tuesday/Thursday | 6:00 pm - 9:00 pm | 3/24/20 - 5/14/20
Instructor: Staff

CSBU130  Paralegal Certificate Program
Learn to increase your efficiency and billable hours with this intensive, nationally acclaimed, 84-hour Paralegal program. Designed for beginners as well as advanced legal workers, you will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents and assist in preparing cases for courtroom litigation. No prerequisite but expect to complete a significant amount of homework for each session! Certificates issued upon successful completion of course. Additional cost for five required books.

Instructor: Staff
Canton | C301 | 27593 | $1,595
Tuesday/Thursday | 6:30 pm - 9:30 pm | 2/8/20 - 5/1/20

Dietary Manager

The following three courses are required for certificate.

CSHH556  Nutrition Fundamentals
This course will cover the science of food intake, building blocks of nutrition, digestion and nutrient utilization, food allergies and alternative/complementary medicine. Students will also learn about body systems, medical nutrition, and resident care plans review.

Instructor: Susan Briggs
Brockton | B439 | 27637 | $449
Saturday | 1:00 pm - 5:00 pm | 1/25/20 - 2/18/20
Instructor: Susan Briggs

CSHH557  Foodservice and Personnel
This course will cover menus, standardized recipes, food production systems and quality assurance. In addition, practices for recruiting, hiring and managing staff will also be covered. Pre-requisite: Must have successfully completed CSHH556.

Instructor: Susan Briggs
Brockton | B439 | 27638 | $299
Saturday | 8:30 am - 12:30 pm | 3/7/20 - 3/21/20
Instructor: Susan Briggs

CSHH558  Sanitation, Safety, and Business Operations
This course will cover safe food handling thru the flow of food. Students will also learn how to manage a monthly operating budget, capital budget, department layout, revenue and cash handling. Pre-requisite: Must have successfully completed CSHH556 & CSHH557.

Instructor: Susan Briggs
Brockton | B439 | 27639 | $299
Saturday | 8:30 am - 12:30 pm | 3/28/20 - 5/9/20
Instructor: Susan Briggs

Also offering:

CSHH550  ServSafe Certification
This course is for any food service professional required to be certified in ServSafe by federal, state, or local jurisdictions. Participants will learn all aspects of food sanitation and safety such as the flow of food, proper hygiene, HACCP, pest control, time temperature requirements, and food allergies. The certification exam is administered during the last class.

Instructor: Susan Briggs
Brockton | Offsite | 27663 | $219
Monday | 8:30 am - 1:00 pm | 2/23/20 - 2/29/20
All classes held at South Shore Chamber of Commerce, 1050 Hingham Street, Rockland, MA.

Instructor: Susan Briggs
Plymouth | Offsite | 27664 | $219
Monday | 8:30 am - 1:00 pm | 4/27/20 - 5/4/20
All classes held at Plymouth Chamber of Commerce, 134 Court Street, Plymouth, MA.

Instructor: Susan Briggs
Plymouth | Offsite | 27665 | $219
Monday | 8:30 am - 1:00 pm | 3/30/20 - 4/6/20
All classes held at Metro South Chamber of Commerce, 60 School Street, Brockton, MA.

Instructor: Susan Briggs

Event Planning

CSBU153  Event Design and Decor
Event Design and Decor will examine the process of identifying client needs and preferences, researching design options and creating unique decor elements to support the events goals and objectives. Students will learn how important the design phase process is, using the talent and skills of internal and external team members. This is the fourth course of a six-course certification program. Courses must be taken in sequential order. Certificates issued to students who successfully complete all six courses. In lieu of a textbook, students will use an online resource for the semester. Access codes for the online program are available for purchase at the Massasoit Bookstore.

Instructor: Karen F. Salhaney
Brockton | B223 | 27534 | $209
Tuesday | 6:00 pm - 9:00 pm | 1/14/20 - 2/18/20

CSBU154  Event Production and Logistics
Event Production and Logistics will cover the many steps a planner must take to ensure the event goals and objectives are reached in a creative, unique and successful manner utilizing lighting, staging, audiovisual and entertainment elements. This is the fifth course of a six-course certification program. Courses must be taken in sequential order. Certificates issued to students who successfully complete all six courses.

Instructor: Karen F. Salhaney
Brockton | B223 | 27535 | $209
Tuesday | 6:00 pm - 9:00 pm | 1/21/20 - 2/18/20

CSBU155  Event Management and Leadership
In Event Management and Leadership, students will gain insight into the skills needed to be successful in a leadership role. This course will also examine the responsibility of event leaders to address environmental issues (Green Events), ethics, risk analysis and quality of events (Service Management.) This is the final course of a six-course certification program. Courses must be taken in sequential order. Certificates issued to students who successfully complete all six courses.

Instructor: Karen F. Salhaney
Brockton | B223 | 27536 | $209
Tuesday | 6:00 pm - 9:00 pm | 4/7/20 - 5/5/20

To learn more, visit www.massasoit.edu/communityed.
Spring 2020 Courses

Human Resources

CSBU173  Human Resources Certificate-Part3
Part III takes an in-depth look at indirect and direct compensation with emphasis on job evaluation, job pricing, labor markets, and compensation surveys. In addition, the course will focus on mandated legally required benefits and health care legislation such as Family and Medical Leave Act (FMLA), Health Insurance Portability Accountability Act (HIPAA), and the Consolidated Omnibus Budget Reconciliation Act (COBRA). The course will end with a review of a safe and healthy work environment. Courses must be taken in sequential order. Certificates will be issued to students who successfully complete all four courses.

Brocton | H441 | 27537 | $249
Tuesday | 6:00 pm - 9:00 pm | 1/21/20 - 2/25/20
Instructor: Darlene Woo

CSBU174  Human Resources Certificate-Part4
Beginning with a review of the evolution of the labor and union movement, Part IV takes an in-depth look at employee and labor relations environments. The course addresses concerns and issues related to unionization and collective bargaining and will outline the grievance process. In addition, internal employee relations will be discussed including approaches to disciplinary action, termination, downsizing, promotions and transfers. The course will end with an introduction to Global HR Management. Courses must be taken in sequential order. Certificates will be issued to students who successfully complete all four courses.

Brocton | H441 | 27538 | $249
Tuesday | 6:00 pm - 9:00 pm | 3/3/20 - 4/14/20
Instructor: Darlene Woo

Interior Design

CSBU161  Interior Design/Basics
This course is the 1st of a 3-course certificate program. Open to everyone, you will learn an overview of the interior design and decoration business, and career options! From layout and traffic patterns to trades skills and tools, you will learn through hands-on projects and field trips to Jordan’s Furniture in Avon. Additional material fees discussed 1st night of class. Must complete all three courses to receive certificate.

Canton | C135 | 27594 | $169
Tuesday | 6:30 pm - 9:00 pm | 3/24/20 - 4/7/20
Instructor: Eileen Avidon

CSBU162  Interior Design Color and Materials
In this 2nd course, learn the resources and materials available to help interior designers make decisions about room layout, function and feel. From fabrics and floor materials to the effect of various colors and color combinations, you will learn the critical element of design. Must complete all three courses to receive certificate.

Canton | C135 | 27595 | $289
Tuesday | 6:30 pm - 9:00 pm | 4/14/20 - 5/9/20
Instructor: Eileen Avidon

CSBU163  Interior Design Layouts/Blueprints
In this 3rd course, learn to design and layout interior rooms utilizing blueprints. From basic blueprinting to scaling and problem-solving skills, you will apply all learned design and blue print concepts to produce your final project, a completely designed room. Must complete all three courses to receive certificate.

Canton | C135 | 27596 | $249
Tuesday | 6:30 pm - 9:00 pm | 5/26/20 - 6/23/20
Instructor: Eileen Avidon

Professional Development

CSBU508  Cultural Competency
In this interactive and engaging program, participants will explore implicit bias and the many facets of diversity and identify organizational, cultural, and individual perspectives on valuing diversity and embracing inclusion in the workplace.

Brocton | Offsite | 27626 | $199
Friday | 9:00 am - 12:00 pm | 4/3/20 - 4/10/20
All classes held at Metro South Chamber of Commerce, 60 School Street, Brockton, MA.
Instructor: Staff

CSBU509  Discrimination and Sexual Harassment
In this engaging and interactive training, participants will be educated about the legal obligations of their organization and the responsibilities of supervisors. Laws that will be discussed include: Title VII, ADA, FMLA and Massachusetts law. The workshop will equip managers with the tools to recognize and address issues in the workplace and will provide a solid foundation for how best to handle challenges in ways that can head-off escalation of situations.

Brocton | Offsite | 27627 | $199
Friday | 1:00 pm - 4:00 pm | 4/3/20 - 4/10/20
All classes held at Metro South Chamber of Commerce, 60 School Street, Brockton, MA.
Instructor: Staff

CSBU520  Business Writing
Using a 5-step process to save time and increase efficiency, participants will learn to create action-oriented documents that communicate more effectively and produce results.

Brocton | B225 | 27628 | $199
Wednesday/Friday | 9:00 am - 12:00 pm | 4/20/20 - 4/27/20
Friday | 1:00 pm - 4:00 pm | 4/3/20 - 4/10/20
Instructor: Staff

CSBU524  Customer Service Excellence
It is getting harder and harder to please today’s demanding customer. Good customer service isn’t always enough. No matter how good you may think you currently are at satisfying and keeping customers, if you are looking to “move to the next level” of providing customer service, then this course is for you.

Brocton | Offsite | 27629 | $249
Wednesday | 9:00 am - 12:00 pm | 2/26/20 - 3/18/20
All classes held at Metro South Chamber of Commerce, 60 School Street, Brockton, MA.
Instructor: Staff

CSBU540  Grant Writing for Non-Profits
This seminar will focus on topics to help personnel involved in grant writing from outlining your object, organizing and effective proposal narrative, preparing a realistic budget, writing a budget justification including the right personnel, finalizing and sending the proposal, and organizing effective teams. Participants will examine successfully funded sample grants.

Rockland | Offsite | 27641 | $299
Friday | 9:00 am - 12:00 pm | 4/24/20 - 5/15/20
All classes held at South Shore Chamber of Commerce, 1050 Hingham St, Rockland, MA.
Instructor: Staff
Spring 2020 Courses

**Security**

**CSBU033  LPQualified (LPO)**

Offered in partnership with the Loss Prevention Foundation, the LPQualified (LPO) is a nationally recognized certification designed to provide a benchmark for loss prevention managers, supervisors, store managers, college students, select hourly employees, and anyone interested in the career field. It is also an excellent refresher course for new District LP Managers, corporate LP support personnel or those who have limited or no field experience. This 30-hour preparation program is delivered online and is comprised of three courses: Retail Environment, Becoming a Successful Business Person and Loss Prevention Basics and Tools. Students will receive a certificate of completion upon successful completion this program and will be eligible for the LPQ exam. Note: LPQ exam is optional and is not included in the cost of the program. For additional information on the LPQ exam, visit https://home.pearsonvue.com/lpq.

Brockton | Online | 27625 | $495
1/22/20 - 5/20/20
Online course: For further details call x1509.

**Real Estate**

**CSRE1  MA Sales License Prep**

This course will present the information necessary to take and pass the MA Real Estate Salesperson’s Examination and meets the requirements of the MA Board of Registration of Real Estate Brokers and Salespersons for license preparation.

Brockton | BS44 | 27575 | $469
Tuesday | 5:45 pm - 10:00 pm | 2/14/20 - 4/14/20
Instructor: Robert A. Pacheco

**Corporation Technology**

**CSCC502  Introduction to Access**

This introductory course will show you what an electronic database program is capable of doing. Learn database terminology, how to design your own database, type and edit information, sort and extract specific data from this information through queries and create forms and reports. You will use Wizards, set primary keys, delete records, and fix formatting problems. Most importantly you will acquire knowledge of what a database program is and you can decide for yourself if Access is a piece of software your company could benefit from.

Canton | C133 | 27646 | $99
Monday | 9:00 am - 12:00 pm | 2/10/20 - 2/10/20
Instructor: Staff

**CSCC526  Introduction to Excel**

You will be introduced to the Excel environment and how to type, edit, and finalize a simple spreadsheet.

Canton | C133 | 27647 | $99
Monday | 9:00 am - 12:00 pm | 1/27/20 - 1/27/20
Instructor: Staff

**Security**

**CSBU031  Customer Service for Hospitality**

Superior customer service is vital to the success of the travel, tourism and hospitality sectors. Restaurants, museums, hotels and pubs all thrive and prosper by ensuring a positive experience is had by local residents and the traveling public. In this interactive series, participants will develop and/or enhance their skills in four key areas: first impressions; communication; problem solving; teamwork.

Plymouth | Offsite | 27663 | $249
Wednesday | 9:00 am - 12:00 pm | 4/21/20 - 5/13/20
All classes held at Plymouth Chamber of Commerce, 132 Court Street, Plymouth, MA.
Instructor: Staff

**Computer Technology**

**CSCC502  Introduction to Access**

This introductory course will show you what an electronic database program is capable of doing. Learn database terminology, how to design your own database, type and edit information, sort and extract specific data from this information through queries and create forms and reports. You will use Wizards, set primary keys, delete records, and fix formatting problems. Most importantly you will acquire knowledge of what a database program is and you can decide for yourself if Access is a piece of software your company could benefit from.

Canton | C133 | 27646 | $99
Monday | 9:00 am - 12:00 pm | 2/10/20 - 2/10/20
Instructor: Staff

**CSCC526  Introduction to Excel**

You will be introduced to the Excel environment and how to type, edit, and finalize a simple spreadsheet.

Canton | C133 | 27647 | $99
Monday | 9:00 am - 12:00 pm | 1/27/20 - 1/27/20
Instructor: Staff

**Security**

**CSBU033  LPQualified (LPO)**

Offered in partnership with the Loss Prevention Foundation, the LPQualified (LPO) is a nationally recognized certification designed to provide a benchmark for loss prevention managers, supervisors, store managers, college students, select hourly employees, and anyone interested in the career field. It is also an excellent refresher course for new District LP Managers, corporate LP support personnel or those who have limited or no field experience. This 30-hour preparation program is delivered online and is comprised of three courses: Retail Environment, Becoming a Successful Business Person and Loss Prevention Basics and Tools. Students will receive a certificate of completion upon successful completion this program and will be eligible for the LPQ exam. Note: LPQ exam is optional and is not included in the cost of the program. For additional information on the LPQ exam, visit https://home.pearsonvue.com/lpq.

Brockton | Online | 27625 | $495
1/22/20 - 5/20/20
Online course: For further details call x1509.

**To learn more, visit www.massasoit.edu/communityed.**
Spring 2020 Courses

CSCC570  Advanced Excel
Go beyond the basic Excel formulas. Learn to create IF statements, the count function, absolute value, pivot tables, and using dates in your calculations.
Canton | C133 | 27652 | $99
Monday | 9:00 am - 12:00 pm | 3/2/20 - 3/2/20
Instructor: Staff

Brockton | B111 | 27636 | $99
Wednesday | 2:00 pm - 5:00 pm | 3/4/20 - 3/4/20
Instructor: Staff

CSCC530  Pivot Tables in Excel
Learn pivot table fundamentals as well as creating and customizing, formatting and viewing data, calculations, and creating pivot charts.
Canton | C133 | 27649 | $99
Monday | 9:00 am - 12:00 pm | 3/30/20 - 3/30/20
Instructor: Staff

Brockton | B111 | 27635 | $99
Wednesday | 2:00 pm - 5:00 pm | 4/29/20 - 4/29/20
Instructor: Staff

CSCC532  Excel for Project Managers
In this hands-on workshop you will learn to plan, execute, monitor and manage all aspects of Project with the most widely used tool at your workplace, MS Excel. You will go beyond the basic calculations and simple spreadsheet applications. Guided by an expert instructor you will explore Charts, Data and Formula functions of MS Excel to create Gantt charts, timeline, dashboards and other templates to help you in day to day decision making at all levels. At the end of this workshop, you will be perfectly capable of creating your own project management templates, designed and customized to your needs. Prerequisite: Working knowledge of MS Excel.
Canton | C133 | 27650 | $129
Monday | 9:00 am - 1:00 pm | 4/6/20 - 4/6/20
Instructor: Staff

CSCC535  Reports & Dashboards with Excel
Reports can be described as a document that contains data used for reading and viewing, and dashboards are visual interface that graphically communicates performance at a glance. In this class, participants will learn to create powerful reports and performance dashboards using MS Excel that will help decision makers and stakeholders get the insight they need to understand and solve issues quickly, efficiently, and effectively.
Middleborough | MD102 | 27659 | $99
Friday | 2:00 pm - 5:00 pm | 5/8/20 - 5/8/20
Instructor: Staff

CSCC565  Max Productivity for Word
Most of us use Microsoft Word every day and yet are unaware of the many cool ways Word can enhance our work. This class will explore features such as: Table of Contents, Creating Tables of Content, Format Painter, Mail Merge, and Multi-Item Clipboard to show participants how easy and effective it is to take ‘everyday’ Word to the next level.
Middleborough | MD102 | 27661 | $99
Friday | 2:00 pm - 5:00 pm | 3/27/20 - 3/27/20
Instructor: Staff

CSED300  Beginner ESOL 1A
This course is designed for students with little or no English ability. Course focus includes basic oral communication and introduction to reading and writing of the English language. Assessment required prior to registration.
Brockton | LA445 | 27469 | $299
Monday/Wednesday | 6:00 pm - 9:00 pm | 2/10/20 - 4/29/20
Instructor: Staff

CSCU550  Introduction to MS Project
Learn to create and manage a project schedule using Microsoft Project. Upon successful completion of this course, students will be able to: identify the basic features and components of the MS Project environment, create a new project plan file and enter project information, manage tasks through organizing and setting task relationships, manage resources for a project, and finalize a project plan.
Middleborough | MD102 | 27655 | $129
Friday | 1:00 pm - 5:00 pm | 3/31/20 - 3/31/20
Instructor: Staff

CSCU551  Intermediate MS Project
Learn to exchange project plan data with other applications, update a project plan, manage project costs, report project data visually, and reuse project plan information using MS Project.
Canton | C133 | 27642 | $129
Monday | 9:00 am - 1:00 pm | 3/9/20 - 3/9/20
Instructor: Staff

CSCU555  Advanced MS Project
Learn to create and manage a project schedule using Microsoft Project. Upon successful completion of this course, students will be able to: identify the basic features and components of the MS Project environment, create a new project plan file and enter project information, manage tasks through organizing and setting task relationships, manage resources for a project, and finalize a project plan.
Middleborough | MD102 | 27656 | $129
Friday | 1:00 pm - 5:00 pm | 4/3/20 - 4/3/20
Instructor: Staff

English as a Second Language (ESOL)
Students must be assessed prior to registration! Assessments are free and offered on a walk-in on Tuesdays, 5:00 - 7:00 pm: January 7, 14, 21, 28 & February 4 in Room LA562.

CSCU570  Advanced Excel
Go beyond the basic Excel formulas. Learn to create IF statements, the count function, absolute value, pivot tables, and using dates in your calculations.
Canton | C133 | 27652 | $99
Monday | 9:00 am - 12:00 pm | 3/2/20 - 3/2/20
Instructor: Staff

Brockton | B111 | 27636 | $99
Wednesday | 2:00 pm - 5:00 pm | 3/4/20 - 3/4/20
Instructor: Staff

CSCU530  Pivot Tables in Excel
Learn pivot table fundamentals as well as creating and customizing, formatting and viewing data, calculations, and creating pivot charts.
Canton | C133 | 27649 | $99
Monday | 9:00 am - 12:00 pm | 3/30/20 - 3/30/20
Instructor: Staff

Brockton | B111 | 27635 | $99
Wednesday | 2:00 pm - 5:00 pm | 4/29/20 - 4/29/20
Instructor: Staff

CSCU532  Excel for Project Managers
In this hands-on workshop you will learn to plan, execute, monitor and manage all aspects of Project with the most widely used tool at your workplace, MS Excel. You will go beyond the basic calculations and simple spreadsheet applications. Guided by an expert instructor you will explore Charts, Data and Formula functions of MS Excel to create Gantt charts, timeline, dashboards and other templates to help you in day to day decision making at all levels. At the end of this workshop, you will be perfectly capable of creating your own project management templates, designed and customized to your needs. Prerequisite: Working knowledge of MS Excel.
Canton | C133 | 27650 | $129
Monday | 9:00 am - 1:00 pm | 4/6/20 - 4/6/20
Instructor: Staff

CSCU535  Reports & Dashboards with Excel
Reports can be described as a document that contains data used for reading and viewing, and dashboards are visual interface that graphically communicates performance at a glance. In this class, participants will learn to create powerful reports and performance dashboards using MS Excel that will help decision makers and stakeholders get the insight they need to understand and solve issues quickly, efficiently, and effectively.
Middleborough | MD102 | 27660 | $129
Friday | 1:00 pm - 5:00 pm | 2/28/20 - 2/28/20
Instructor: Staff

CSCU565  Max Productivity for Word
Most of us use Microsoft Word every day and yet are unaware of the many cool ways Word can enhance our work. This class will explore features such as: Table of Contents, Creating Tables of Content, Format Painter, Mail Merge, and Multi-Item Clipboard to show participants how easy and effective it is to take ‘everyday’ Word to the next level.
Middleborough | MD102 | 27661 | $99
Friday | 2:00 pm - 5:00 pm | 3/27/20 - 3/27/20
Instructor: Staff

CSED300  Beginner ESOL 1A
This course is designed for students with little or no English ability. Course focus includes basic oral communication and introduction to reading and writing of the English language. Assessment required prior to registration.
Brockton | LA445 | 27469 | $299
Monday/Wednesday | 6:00 pm - 9:00 pm | 2/10/20 - 4/29/20
Instructor: Staff
CSED301  Beginner ESOL 1B
This course level is designed for students with some English ability. Course focus includes oral communication and reading and writing of the English language. Assessment required prior to registration.

Brockton  |  LA446  |  27470  |   $299
Monday/Wednesday  |  6:00 pm - 9:00 pm  |  2/10/20 - 4/29/20
Instructor: Alison Farah

CSED302  Intermediate ESOL 2A
This course level is designed for students with fundamental English ability. Course focus includes oral communication, pronunciation, reading and writing of the English language including grammar, vocabulary building, and introduction to writing. Assessment required prior to registration.

Brockton  |  LA447  |  27471  |   $299
Monday/Wednesday  |  6:00 pm - 9:00 pm  |  2/10/20 - 4/29/20
Instructor: Elena F. Banell

CSED303  Intermediate ESOL 2B
This course level is designed for students with fundamental English ability. Course focus includes oral communication, pronunciation, reading and writing of the English language including grammar, vocabulary building, and introduction to writing. Assessment required prior to registration.

Brockton  |  LA448  |  27472  |   $299
Monday/Wednesday  |  6:00 pm - 9:00 pm  |  2/10/20 - 4/29/20
Instructor: Mary Barilla

CSED304  Advanced ESOL 3A
This course level is designed for students with strong English ability. Course focus includes conversation practice, pronunciation, reading and writing of the English language including grammar, vocabulary building, and composition writing. Assessment required prior to registration.

Brockton  |  LA222  |  27475  |   $299
Monday/Wednesday  |  6:00 pm - 9:00 pm  |  2/10/20 - 4/29/20
Instructor: Kristina M. Burns

CSED305  Advanced ESOL 3B
This course level is designed for students with strong English ability. Course focus includes conversation practice, pronunciation, reading and writing of the English language including grammar, vocabulary building, and composition writing. Assessment required prior to registration.

Brockton  |  LA221  |  27477  |   $299
Monday/Wednesday  |  6:00 pm - 9:00 pm  |  2/10/20 - 4/29/20
Instructor: Cheryl Reed

CSED010  Transitional ESOL
This 60-hour course is designed to bring students to the level of Massasoit’s college credit ESOL classes. Students who successfully complete this course may register for the first level of college credit ESOL courses in the following semester. This course focuses on speaking, listening, reading, and writing.

Brockton  |  LA556  |  27467  |   $299
Monday/Wednesday  |  6:00 pm - 9:00 pm  |  2/10/20 - 4/29/20
Instructor: Leo MacNeil

CSED036  HS Equiv Prep - English & Soc Studies
Students in Massachusetts now have the option of earning their high school equivalency through GED or HiSET. Massasoit Community College has created a specialized High School Equivalency Preparation Program that will prepare students for success with either GED or HiSET tests. This course is designed to assist students that need short-term preparation of the English and Social Studies sections prior to taking the high school equivalency exams. Students must take and pass a pre-assessment prior to registering. For more information, call x1987.

Brockton  |  B547  |  27465  |   $219
Tuesday/Thursday  |  6:00 pm - 9:00 pm  |  2/18/20 - 4/30/20
Instructor: Claire C. Krasnow

CSED037  High School Equivalency - Math & Science
Students in Massachusetts now have the option of earning their high school equivalency through GED or HiSET. Massasoit Community College has created a specialized High School Equivalency Preparation Program that will prepare students for success with either GED or HiSET tests. This course is designed to assist students that need short-term preparation of the Math & Science sections prior to taking the high school equivalency exams. Students must take and pass a pre-assessment prior to registering. For more information, call x1987.

Brockton  |  B547  |  27466  |   $219
Monday/Wednesday  |  6:00 pm - 9:00 pm  |  2/19/20 - 5/6/20
Instructor: Staff

For details call 508-588-9100 x1509
**Spring 2020 Courses**

### Home Inspection License Renewals

Renewal deadline is May 31!

#### CSTT020  Home Inspector Professional Ethics

This course will provide licensed home inspectors with a 1 hour review of the standards of professional and ethical conduct as set forth by the MA Board of Registration of Home Inspectors.

- **Brockton** | B224 | 27576 | $69
- **Thursday**  | 4:45 pm - 5:45 pm | 3/5/20 - 3/5/20
- **Instructor:** Allan B. Fraser

- **Canton** | C211 | 27604 | $69
- **Sunday**  | 1:00 pm - 2:00 pm | 4/26/20 - 4/26/20
- **Instructor:** William A. Drosehn

- **Middleborough** | MD106 | 27639 | $69
- **Wednesday**  | 4:45 pm - 5:45 pm | 5/27/20 - 5/27/20
- **Instructor:** Allan B. Fraser

- **CSTT023  266 CMR Regulations for Home Inspectors**

This course will provide licensed home inspectors with a 4-hour review of the most current 266 CMR regulations including the MA Standards of Practice. Numerous illustrations will be used to teach each system that a home inspector is required to know, identify and report on.

- **Brockton** | B224 | 27577 | $99
- **Thursday**  | 6:00 pm - 10:00 pm | 3/5/20 - 3/5/20
- **Instructor:** Allan B. Fraser

- **Canton** | C211 | 27605 | $99
- **Sunday**  | 8:30 am - 12:30 pm | 4/26/20 - 4/26/20
- **Instructor:** William A. Drosehn

- **Middleborough** | MD106 | 27620 | $99
- **Wednesday**  | 10:00 am - 2:00 pm | 5/6/20 - 5/6/20
- **Instructor:** Allan B. Fraser

- **CSTT032  Mold Mildew Moisture/Home Inspection**

This course is designed for licensed Home Inspectors and is designed to provide participants with the basic facts about mold, mildew and moisture. Discussion will focus on the assessment and identification of mold and potential health affects and symptoms associated with exposure. We will also review the practical ways to identify and control mold spores in the indoor environment. Participants will take away an understanding of Mold, Mildew and Moisture and the basic cleanup options that may directly impact the air quality of a residential and commercial structure. (State Board Approved for 3.5 continuing education credits) This course is for Licensed Home Inspectors.

- **Brockton** | B224 | 27578 | $89
- **Thursday**  | 6:00 pm - 9:30 pm | 3/12/20 - 3/12/20
- **Instructor:** William A. Drosehn

#### CSTT024  Legal Aspects/Home Inspection

This course will provide licensed professionals with the basic knowledge necessary to avoid the legal pitfalls of performing home inspections. Discussion will focus on the legal ramifications of action taken or not taken by the home inspector while performing inspections. (5.5 contact hours)

- **Middleborough** | MD106 | 27621 | $89
- **Monday**  | 6:00 pm - 9:00 pm | 5/18/20 - 5/18/20
- **Instructor:** Allan B. Fraser

#### CSTT029  Electrical System/Home Inspection

This course is designed to assist licensed home inspectors with the fundamental phases and to provide a systematic approach to the electrical inspection process. You will review the MA Code electrical inspection requirements, feeder distribution, and branch circuit layout and obtain resource materials as well as interactive learning techniques. In addition, you will learn situations home inspectors may encounter when inspecting electrical systems - from electrocuted mice, to violations in grounding, knob and-tube wiring, aluminum wiring, circuits boxes, and fuses. (5.5 contact hours)

- **Middleborough** | MD106 | 27622 | $89
- **Wednesday**  | 6:00 pm - 9:00 pm | 5/20/20 - 5/20/20
- **Instructor:** Allan B. Fraser

#### CSTT030  Report Writing for Home Inspection

This course will use the 266 CMR as a guide in assisting home inspectors in the development of their required home inspection reports (3.5 contact hours).

- **Brockton** | B224 | 27579 | $89
- **Thursday**  | 6:00 pm - 9:30 pm | 3/26/20 - 3/26/20
- **Instructor:** William A. Drosehn

#### CSTT031  Legal Cases+Practices/Home Inspection

This updated course provides home inspectors with an advanced understanding of the basic principles of property inspection and the legal pitfalls that most inspectors fall into, resulting in litigation. (3.5 contact hours)

- **Canton** | C211 | 27606 | $89
- **Saturday**  | 8:30 am - 12:00 pm | 4/25/20 - 4/25/20
- **Instructor:** Allan B. Fraser

#### CSTT033  Utilizing New Technology/Home Inspection

This course is designed for Licensed Home Inspectors. There are many home inspection companies in the market offering quality home inspections. In this business, new technologies may allow inspectors to stay one step ahead of the competition while saving time and money. This class will demonstrate how to improve the quality of both the home inspection and the business by using the latest technology available. Participants will learn about the many software options available, as well as new tools and equipment that assists in running a more accurate and efficient inspection business. (State Board Approved for 3.5 continuing education credits) This course is for Licensed Home Inspectors.

- **Canton** | C211 | 27607 | $89
- **Saturday**  | 12:30 pm - 4:00 pm | 4/25/20 - 4/25/20
- **Instructor:** Allan B. Fraser

#### CSTT025  266 CMR Regulations for Home Inspectors

This course will provide licensed home inspectors with a 4-hour review of the most current 266 CMR regulations including the MA Standards of Practice. Numerous illustrations will be used to teach each system that a home inspector is required to know, identify and report on.

- **Brockton** | B224 | 27577 | $99
- **Thursday**  | 6:00 pm - 10:00 pm | 3/5/20 - 3/5/20
- **Instructor:** Allan B. Fraser

- **Canton** | C211 | 27605 | $99
- **Sunday**  | 8:30 am - 12:30 pm | 4/26/20 - 4/26/20
- **Instructor:** William A. Drosehn

- **Middleborough** | MD106 | 27620 | $99
- **Wednesday**  | 10:00 am - 2:00 pm | 5/6/20 - 5/6/20
- **Instructor:** Allan B. Fraser

- **Middleborough** | MD106 | 27624 | $99
- **Sunday**  | 1:00 pm - 2:00 pm | 4/26/20 - 4/26/20
- **Instructor:** William A. Drosehn

### CSTT034  Report Writing for Home Inspection

This course will use the 266 CMR as a guide in assisting home inspectors in the development of their required home inspection reports (3.5 contact hours).

- **Brockton** | B224 | 27579 | $89
- **Thursday**  | 6:00 pm - 9:30 pm | 3/26/20 - 3/26/20
- **Instructor:** William A. Drosehn

### CSTT031  Legal Cases+Practices/Home Inspection

This updated course provides home inspectors with an advanced understanding of the basic principles of property inspection and the legal pitfalls that most inspectors fall into, resulting in litigation. (3.5 contact hours)

- **Canton** | C211 | 27606 | $89
- **Saturday**  | 8:30 am - 12:00 pm | 4/25/20 - 4/25/20
- **Instructor:** Allan B. Fraser

### CSTT033  Utilizing New Technology/Home Inspection

This course is designed for Licensed Home Inspectors. There are many home inspection companies in the market offering quality home inspections. In this business, new technologies may allow inspectors to stay one step ahead of the competition while saving time and money. This class will demonstrate how to improve the quality of both the home inspection and the business by using the latest technology available. Participants will learn about the many software options available, as well as new tools and equipment that assists in running a more accurate and efficient inspection business. (State Board Approved for 3.5 continuing education credits) This course is for Licensed Home Inspectors.

- **Canton** | C211 | 27607 | $89
- **Saturday**  | 12:30 pm - 4:00 pm | 4/25/20 - 4/25/20
- **Instructor:** Allan B. Fraser

### CSTT024  Legal Aspects/Home Inspection

This basic course will provide licensed professionals with the basic knowledge necessary to avoid the legal pitfalls of performing home inspections. Discussion will focus on the legal ramifications of action taken or not taken by the home inspector while performing inspections. (5.5 contact hours)

- **Middleborough** | MD106 | 27621 | $89
- **Monday**  | 6:00 pm - 9:00 pm | 5/18/20 - 5/18/20
- **Instructor:** Allan B. Fraser

### CSTT029  Electrical System/Home Inspection

This course is designed to assist licensed home inspectors with the fundamental phases and to provide a systematic approach to the electrical inspection process. You will review the MA Code electrical inspection requirements, feeder distribution, and branch circuit layout and obtain resource materials as well as interactive learning techniques. In addition, you will learn situations home inspectors may encounter when inspecting electrical systems - from electrocuted mice, to violations in grounding, knob and-tube wiring, aluminum wiring, circuits boxes, and fuses. (5.5 contact hours)

- **Middleborough** | MD106 | 27622 | $89
- **Wednesday**  | 6:00 pm - 9:00 pm | 5/20/20 - 5/20/20
- **Instructor:** William A. Drosehn

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**Corporate & Community Education**

Non-credit Courses

508-588-9100 • www.massasoit.edu
### Personal Enrichment

**CSP109 iPhone Photography**

Learn how to get the most out of your iPhone features by shooting, editing, and sharing photographs. Using only your iPhone, you can develop your “photographers eye” and take better pictures! Learn simple tips and tricks that will take your photography to the next level: how to adjust and edit photos, how to download photo apps and use them, and how to import, save and share photos. Please bring your iPhone to class.

Brockton | FA455 | 27569 | $39  
Wednesday | 6:00 pm - 9:00 pm | 2/26/20 - 2/26/20  
Instructor: James W. Lynch

**CSP106 The Rewards of Reading to a Child!**

Do you remember how wonderful it was to be read to? Did you know that reading to a child helps to improve their vocabulary, spelling, concentration, imagination, and a love of reading? Whether it's your grandchild, niece, or nephew, see how reading can help build a strong relationship. What are the benefits of holding an actual book instead of an e-Book? Have nursery rhymes gone and why were they important? Find the answers to these questions and more while discovering the rewards of reading to a child and the impact you can make!

Brockton | H224 | 27560 | $39  
Wednesday | 5:30 pm - 7:30 pm | 4/22/20 - 4/29/20  
Instructor: Janet Larkin

**CSBU167 Designing Summer Interiors**

Do you wish you could redesign your living space for the summer? Would you like to feel the great outdoors when you walk into your rooms or into your summer cottage? Whether for personal use or to expand your Interior Design Business, learn the techniques of using color, fabric design, and layout to lighten and lift interiors for the summer season.

Canton | C155 | 27597 | $129  
Wednesday | 6:00 pm - 9:00 pm | 4/22/20 - 4/22/20  
Instructor: Eileen Avidon

### Arts & Crafts

**CSP101 Quilting Group for You**

Would you like learn to make a quilt or finish one of your Unfinished Objects (UFOs)? This class is designed to help you do exactly that! You can learn how to piece a simple quilt top from beginning to finish, bring in a “UFO” that you never seem to have time to finish or start an entirely new project. Whether you are trying quilting for the first time or finishing your 100th quilt, you will expand your knowledge as you quilt with this group.

Middleborough | M105 | 27616 | $69  
Tuesday | 6:00 pm - 9:00 pm | 1/21/20 - 3/1/20  
Instructor: Diane Bennett

Brockton | B544 | 27570 | $69  
Thursday | 6:00 pm - 9:00 pm | 1/23/20 - 4/2/20  
Instructor: Diane Bennett

**CSP109 Make Your Own Fleece Poncho**

Imagine in just three hours, you will walk out wearing a fabulous new poncho. Ponchos can be made in a variety of sizes for yourself and/or as a gift. Quilters must bring a sewing machine. Materials fee: $5 payable to instructor at the beginning of class.

Canton | C309 | 27602 | $19  
Saturday | 10:00 am - 1:00 pm | 3/7/20 - 3/7/20  
Instructor: Diane Bennett

**CSPI109 Cannoli and Biscotti, two friends of mine**

Learn how the bakeries in the North End make these two Italian family classic favorites. From beginning to finish, you will work with chocolate and create amazing clusters, bark, and rich decadent truffles. Please wear comfortable shoes and bring an apron. Materials fee: $5 payable to instructor at the beginning of class.

Middleborough | M103 | 27618 | $39  
Saturday | 9:00 am - 3:00 pm | 5/16/20 - 5/16/20  
Instructor: Diane Bennett

### Culinary Arts

**CSP105 Chocolate Bliss**

Come in from the cold, on this wintry Saturday, to learn how to make delicious candies for friends and family, just in time for Valentine's Day! Learn how to melt, temper, and work with chocolate and create amazing clusters, bark, and rich decadent truffles. Please wear comfortable shoes and bring an apron. Materials fee: $5 payable to instructor at the beginning of class.

Brockton | SC222 | 27563 | $39  
Saturday | 11:00 am - 1:30 pm | 2/8/20 - 2/8/20  
Instructor: Jeanne Curtis

**CSP106 Basic Baking Techniques**

Come into our warm kitchen and learn the terms, tools, and techniques to start your journey in baking. Learn where to start in making cookies or brownies. Please wear comfortable shoes and bring an apron. Materials fee: $5, payable to instructor at the beginning of class.

Brockton | SC222 | 27565 | $39  
Saturday | 11:00 am - 1:00 pm | 3/7/20 - 3/7/20  
Instructor: Jeanne Curtis

To learn more, visit [www.massasoit.edu/communityed](http://www.massasoit.edu/communityed).
Spring 2020 Courses

Corporate & Community Education
Non-credit Courses

Instructor: Christine M. Merlo

**CSPi045  Soup’s On!**
No matter what time of year it is, everyone loves soup! In this class for adults, we will create three satisfying and yummy creations that showcase a variety of soup styles. We will even make some homemade soup crackers! Please wear comfortable shoes and bring an apron. Materials fee: $5 payable to instructor at the beginning of class.

Brockton | SC222 | 27561 | $39
Saturday | 9:30 am - 12:00 pm | 3/28/20 - 3/28/20
Instructor: Christine M. Merlo

**CSPi062  Bread 101**
Love the smell and taste of bread fresh from the oven, but not sure how to start? Come and spend the morning learning the basics of making savory cheese grissini, dinner rolls, and focaccia. Take home all you make to enjoy with your family and a hearty meal. Please wear comfortable shoes and bring an apron. Materials fee: $5, payable to instructor at the beginning of class.

Brockton | SC222 | 27566 | $49
Saturday | 9:00 am - 1:00 pm | 3/28/20 - 3/28/20
Instructor: Jeanne Curtis

**CSPi063  Shortbread Bird Houses**
Sweet tweets!! Bring in your little one, and have a sweet time decorating a completely edible shortbread bird house, complete with a cute marshmallow bird. All candy will be supplied for the child's masterpiece! Please wear comfortable shoes and bring an apron. A child must be accompanied by an adult for the whole class. Appropriate for ages 5-8. Materials fee: $5/pair, payable to instructor at the beginning of class.

Brockton | SC222 | 27567 | $29
Saturday | 11:00 am - 12:30 pm | 4/4/20 - 4/4/20
Instructor: Jeanne Curtis

**CSPi064  Quick Breads**
Come learn how easy it is to make tender, flavorful loaves of quality quick breads, like Walnut Sour Cream, Lemon Glazed, Irish Soda Bread, and Heavenly Scones. This is a great way to learn the basic techniques in the bakeshop. Please wear comfortable shoes and bring an apron. Materials fee: $5, payable to instructor at the beginning of class.

Brockton | SC222 | 27568 | $39
Saturday | 11:00 am - 1:00 pm | 4/18/20 - 4/18/20
Instructor: Jeanne Curtis

**CSPi058  Pizzapalooza!**
Pizza comes in many different styles - thick crust, thin crust, baked, and grilled. In this class we will make a sampling of pizzas - from classic Margarita to a Cheesy White Pizza with salad. We will even use some of the dough to make a sweet treat for dessert! Please wear comfortable shoes and bring an apron. Materials fee: $5 payable to instructor at the beginning of class.

Brockton | SC222 | 27562 | $39
Saturday | 9:30 am - 12:00 pm | 4/25/20 - 4/25/20
Instructor: Christine M. Merlo

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**Insights**

The 90 Minute Lecture Series

**CSPi252  Living with Climate Change**
In this brief survey we will consider the current status of international efforts on the ‘climate front’. We will examine and discuss such areas as the history of climate models, the current status of international agreements, contemporary climate signals, and the potential societal impacts of climate change.

Brockton | BS44 | 27572 | $8
Friday | 12:00 pm - 1:30 pm | 3/27/20 - 3/27/20
Instructor: David A. Bassett

**CSPi253  Story of the Native American Drum**
Come learn the story of how the drum came to the Native people, the importance to the culture, and how it’s being used today.

Brockton | BS44 | 27573 | $8
Friday | 12:00 pm - 1:30 pm | 4/17/20 - 4/17/20
Instructor: Lloyd F. King

**CSPi254  Turning Lead into Gold**
This will be a brief introduction to the forgotten and overlooked science of alchemy, the predecessor of modern chemistry. We will begin with modern perceptions and misconceptions about alchemy, followed by the historic origins and development of alchemy looking into some of the fundamental concepts underlying alchemy. We will touch upon the relationship of alchemy to other developing sciences as well as economics, religion, philosophy, and law in Early Modern Europe (circa 1400-1800).

Brockton | BS44 | 27574 | $8
Friday | 12:00 pm - 1:30 pm | 5/15/20 - 5/15/20
Instructor: David A. Bassett

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**Programs for 55 & Older**

**CSZS005  Gentle Yoga**
This yoga course will provide students 55+ with gentle stretching and breathing techniques. These series of poses (asana) can be done on a chair or on a mat. These poses stretch the muscles in the body while increasing flexibility in the joints. Yoga creates relaxation, pain relief and easing of depression and anxiety and improving the quality of life.

Brockton | FH205 | 27583 | $30
Friday | 1:00 pm - 2:00 pm | 1/24/20 - 4/3/20
Instructor: Staff

Brockton | FH205 | 27584 | $30
Friday | 1:00 pm - 2:00 pm | 4/17/20 - 6/19/20
Instructor: Staff

**CSZS006  Zumba Gold**
This Zumba Gold course will provide students 55+ who are looking for a modified Zumba class that creates the original moves you love at a lower-intensity. The design of the class introduces east-to-follow Zumba choreography that focuses on balance, range of motion and coordination. Come ready to sweat, and prepare to leave empowered and feeling strong. Class focuses on all elements of fitness: cardiovascular, muscular conditioning, flexibility and balance!

Brockton | FH205 | 27585 | $30
Monday | 1:00 pm - 2:00 pm | 2/24/20 - 5/11/20
Instructor: Staff
Instructor: Kathryn Mayo

navigate the basic features of your iPhone.

Wednesday  |  12:00 pm - 4:00 pm  |  1/22/20 - 5/13/20
Instructor: Staff

Trade & Technical

CSTT324  Electrician D Lic/Mass Elec Code-1

One of 12 State-approved and mandated courses required to fulfill the NEW 300-hour classroom training requirement for the Electrician D-License. This course will review the Massachusetts Electrical in all areas that pertain to security installation. The course will also cover the first section of the National Electrical Code and the relevant laws and requirements involving the installation of security systems. This is a four-part course.

Canton  |  C211  |  27608  |  $359
Thursday  |  6:00 pm - 10:00 pm  |  1/30/20 - 3/12/20
Instructor: Robert A. Pribusauskas

CSTT325  Electrician D Lic / Mass Elec Code-2

One of 12 State-approved and mandated courses required to fulfill the NEW 300-hour classroom training requirement for the Electrician D-License. This course is Part Two of Massachusetts Electrical Code and the National Electrical Code. Participants must possess a high school diploma or equivalent.

Canton  |  C211  |  27609  |  $359
Thursday  |  6:00 pm - 10:00 pm  |  3/26/20 - 5/7/20
Instructor: Robert A. Pribusauskas

CSTT326  OSHA 10-Hour Construction

This course provides entry-level construction workers with information about their rights, employer responsibilities, and how to recognize, control, avoid and prevent job related hazards on a construction site. The training covers a variety of construction safety and health hazards which a worker may encounter at a construction site such as fall protection, electrical, struck-by, caught between, scaffolds, and ladders. The practical, focused, and “how to” instructional approach will provide a basic orientation to the many concepts of safe work practices and hazard avoidance. Upon successful completion of the course, participants will receive an OSHA 10-Hour Construction Outreach DOL course completion card.

Plymouth  |  Offsite  |  27665  |  $219
Friday  |  9:00 am - 3:30 pm  |  3/6/20 - 3/13/20
All classes held at Plymouth Chamber of Commerce, 134 Court Street, Plymouth, MA.
Instructor: Staff
Corporate & Community Education
Non-credit Courses

**For those who serve, the support they deserve.**

The Massasoit Veterans Services Office is located in the Student Center, room SC118 on the Brockton campus.

For more information about veterans services at Massasoit please contact our office at 508-588-9100 x1477 or veterans@massasoit.mass.edu.

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**Insights**

The 90 Minute Lecture Series

**Starting March 27th!**

**Fridays Noon - 1:30 pm**

- Living with Climate Change
- Turning Lead into Gold
- Story of the Native American Drum

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**EKG Technician**

Our comprehensive, 50-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT - Electrocardiograph (EKG) Technician exam and other National Certification Exams.

Classes now offered at the Brockton Campus beginning February 24!

For more details, call 508-588-9100 x1509.

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**Medical Interpreter**

Our 60-hour program meets the certification criteria as established by the National Board of Certification and prepares interpreters to take the national certification test. Language assessment required.

**Classes begin February 10th!**

Offered in evenings and Saturdays.

Call 508-588-9100 x1509 for details.

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**High School Equivalency**

Our English & Social Studies and Math & Science courses prepare students for success with either GED or HiSET tests. These courses are designed to assist students who need short term (one or two semesters) preparation prior to taking high school equivalency exams. Our program may not be suitable for students in need of more comprehensive preparation. A pre-assessment is required prior to registration.

**Classes start February 18th!**

Scholarships available for eligible students.

Call 508-588-9100 x1987 for more details!

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**Pharmacy Technician**

This 50 hour program prepares students to enter the pharmacy field and pursue certification including the Pharmacy Technician Certification Board’s PTCE exam. After successful completion of course, students are eligible for 80 hour externship.

**Classes begin March 24th!**

Call 508-588-9100 x1509 for details.
Spring 2020 Courses

Home Inspection

May 31st is the renewal deadline!
Come get all of your hours in one place! Massasoit offers board-approved license renewal courses to licensed Home Inspectors throughout New England at our Middleborough Center, Brockton and Canton campuses. The following courses are being offered this spring:

- Professional Ethics
- 266 CMR Regulations
- Legal Cases & Practices
- Legal Aspects
- Electrical Systems
- Utilizing New Technology
- Mold & Mildew
- Report Writing

Classes begin March 5th!
Call 508-588-9100 x1509 for details.

Brockton ESOL Program
English for Speakers of Other Languages (ESOL) course are being offered at Massasoit Community College. These courses are open to all adult learners, regardless of their current English proficiency.

Classes begin February 10th!
Call 508-588-9100 x1987 for assessment dates and times. An assessment is required prior to registration. Scholarships available for eligible students.

Basic EMT
Realize your dream, save a life!
This MA Accredited certificate program is offered at the Middleborough Center as well as the Brockton and Canton campuses.

Classes begin February 3!
Call 508-588-9100 x1509 for details.

Legal Interpreter
Open to students who would like to expand their interpreting skills in legal settings. Open to Spanish, Portuguese, Cape Verdean Creole, Haitian Creole. Must have 40 hours of interpreter training or proof of three years of experience. A brief phone assessment is required.

Classes begin March 24th!
Call 508-588-9100 x1509 for details.
Spring 2020 Courses

Do you love working with animals?

Veterinary Assistant
Our 60-hour Veterinary Assistant certificate program prepares students to work in veterinary clinics, animal hospitals or animal shelters.

Classes begin January 28
offered at the Brockton & Canton campuses.
For more information, call 508-588-9100 x1509.

MA Real Estate Sales License Preparation

Become a Real Estate Sales Professional.
Our certificate program prepares students for the MA Real Estate Salesperson’s Examination and an exciting new career in real estate.

Classes begin February 4th
For more information, call 508-588-9100 x1509.

Important Student Information

Cancellation Information
Certain courses may be cancelled due to low registration. Enrolled students will be notified as soon as cancellation decisions are made. A full refund will be provided to students who have enrolled in a class that has been cancelled by Massasoit Community College.

Scholarships
Student scholarships maybe available for eligible students while funding lasts. Programs include: ESOL, High School Equivalency, EKG Technician, EMT Basic, Medical Interpreter, Ophthalmic Assistant, Pharmacy Technician. For more information, call 508-588-9100x1987.

Student Email Accounts
A student email account is created for all registered students. This email and login will help make sure you receive important information from Massasoit. Upon registration, an email will be sent to your personal email with the login information (make sure to check your spam & junk email folders!). If you have trouble logging into your email, then call the IT Helpdesk at 508-588-9100x1139 or email at helpdesk@massasoit.mass.edu.

Sample Account
User Name: jsmith@massasoit.edu (first initial, then last name)
Password: eight digit date of birth

RAVE Alert
Massasoit has the capability to broadcast messages via multiple communications methods to alert all members of the college community in the event of an emergency. All registered students are automatically placed on this list. To remove your name, students must log into their student account and deactivate or modify the notification.

Student Ids
All students must have a valid id on their person in order to be on the premises of Massasoit Community College. Please bring your class schedule or tuition receipt and a driver’s license or one other form of photo identification. Get your ID at one of the following Student Life Office locations:

Brockton: Monday – Friday – 8:30 am – 4:30 pm
Lower Level of Student Center

Bookstore
Massasoit has bookstore locations at Brockton and Canton campuses. Students should call ahead to confirm the store will be open—508-588-9100x1152 (Brockton); x2159 (Canton).

Brockton: Monday – Thursday, 9:00 am to 5:00 pm and Fridays, 9:00 am to 2:00 pm.
Closed Wednesday & Friday

Parking Stickers
There are designated parking lots available for students; however, a parking decal is required. If you do not have a decal, visit the Massasoit campus police with your drivers license, car registration and proof of course registration to complete a form and obtain your decal.

Thank You!

STUDENT

www.massasoit.edu
NON-CREDIT REGISTRATION FORM

☐ Fall ________ (year)  ☑ Spring 2020 (year)  ☐ Summer ________ (year)

Last Name __________________________ First Name __________________________ Middle Name __________________________

Address __________________________ City __________________________ State ______ Zip ________________

Home Phone __________________________ Cell Phone __________________________ Email Address __________________________

Date of Birth (MM/DD/YYYY) __________________________ SSN ______ - ______ - ______ OR Massasoit Student ID# __________________________

Have you attended Massasoit Community College before? ☐ Yes  ☐ No  If yes, when? __________________________

Gender ☐ Male  ☐ Female
Please note that Massasoit is required by federal guidelines to report a student’s legal gender.

☐ Veteran  ☐ Dependent of Veteran  ☐ Member of Armed Forces

Withdrawals before the start of the first class are granted a full 100% refund. Withdrawals after the first class are refunded 0-50% depending on the length of the course. Please be advised that ceasing to attend a class DOES NOT constitute a withdrawal. If the proper withdrawal form is not completed, a grade of F (failure) will be recorded.

Do you consider yourself to be Hispanic/Latino?  ☐ Yes  ☐ No

Please select one or more of the following that best describes you:

☐ American Indian/Alaska Native  ☐ Asian  
☐ Black/African American  ☐ Cape Verdean  
☐ Haitian  ☐ Native Hawaiian/Pacific Islander  
☐ White/Caucasian

If you have a disability for which you believe you need a reasonable accommodation, please contact Access & Disability Resources at x1807.

CRN COURSE/SECTION COURSE TITLE Course Cost

TOTAL AMOUNT DUE

Student Signature __________________________ Date __________

☐ I acknowledge that by checking this box and providing my signature I accept financial responsibility unless I notify the College of my intent to withdraw.

PAYMENT INFORMATION

☐ Cash or Check: Please mail your check along with this registration form to the address listed above. Cash payments are accepted at both the Brockton and Canton campuses.

☐ Credit Card: Log into your portal account to make payment once you receive your registration confirmation email. New students will receive their login credentials via email. Students may contact the Student Accounts Office via phone at 508-588-9100, x1507 to make a payment.

☐ Third Party Payment: Students who are sponsored by third parties must submit, with their registration form, a letter of authorization from their agency indicating the amount of the sponsorship and billing information.

☐ Payment Plan: Payment plan options are offered. Check the online schedule for availability at mycollegepaymentplan.com/massasoit. Once students receive their registration confirmation, they can then activate their payment plan agreement.

Completed forms may be submitted by mail, in-person, or by fax or email.

Mail to: One Massasoit Boulevard
Attn: Registrar’s Office
Brockton, MA 02302

In Person: Student Central in Brockton or Middleborough, and Enrollment Center in Canton

Fax: 508-427-1246

Email: registrar@massasoit.mass.edu
Good News for Employers!

Massasoit Community College’s Corporate Education offers an array of top-quality training courses and programs for you and your staff. Whatever your organization needs - computer software training, customer service, sales management, leadership, business writing and communication, supervisory or other, we can help. We offer half-day training programs at all four of our locations, and customized programs onsite at your office. You choose what works best for you. To find out more, visit us at www.massasoit.edu/corporateed.

A sampling of courses offered this spring:

- Cultural Competency
- Time Management
- Business Writing
- Dietary Manager/Nutrition Fundamentals
- Preventing Discrimination & Sexual Harassment
- Customer Service Excellence
- OSHA 10-hr Construction
- MS Project
- ServSafe
- Max Productivity for Word

Training solutions that fit your business ~ call us today!