Fall 2019

Congratulations to the 2018/2019 Community Education Standout Students!

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 x1310

www.massasoit.edu/communityed
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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The Mission of the College
Massasoit’s Middleborough Center
Follow your dream, closer to home.
Now a modern, bright facility with brand new labs, classroom space and equipment.
Offering full degree completion on-site in liberal arts, business, criminal justice, and childhood education.
High School Equivalency Preparation Program

Our English & Social Studies and Math & Science courses prepare students for success with either GED or HiSET tests. These courses were designed to assist students who need short-term (one to two semesters) preparation prior to taking high school equivalency exams.

Our program may not be suitable for students in need of more comprehensive preparation.

Classes begin September 30 and meet weeknights from 6:00 to 9:00 p.m. at the Brockton campus.

For more information, call 508-588-9100, x1310 or visit www.massasoit.edu/communityed. A pre-assessment is required prior to registration.

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

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.

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, Student Center, Room 208A, 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.
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 4547, Salem, MA 01970-4547 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
Campus Police ............................. 508-427-1296
Emergency Number .......................... x911 from all internal phones (classrooms and offices).
Business Number ............................. x1041
Direct Line ................................. 508-427-1296
Health Services / Canton ...................... x2451
Counseling Support Services
Brockton ...................................... x1461
Canton ........................................ x2468

Brockton Area Emergency Numbers
Brockton Police and Fire ..................... 911
Brockton Hospital ........................... 508-941-7000
Brockton Rape Crisis Center ............... 508-588-8255

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: Student Central, Brockton, MA 02302
In Person: deliver to Student Central in the Student Center, Brockton Campus
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

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!
Business Skills

CSBU33  LPQualified (LPQ)
Offered in partnership with the Loss Prevention Foundation, the LPQualified (LPQ) 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/lpf.

Brockton | Online | CRN:166620 | $269
Tuesday | 6:00 p.m. - 9:30 p.m. | 9/10/2019 - 10/22/2019
Instructor: Andrea S. Gouthro

CSBU052  Veterinary Assistant, Part 1
This course is the first of a two-course certificate program. Learn invaluable veterinary hospital and office procedures and the skills needed to succeed as a Veterinary Assistant! From professional conduct, laws and effects on policy and procedures to front office and exam room procedures and administrative duties, you will also learn restraint, safety concerns and basic procedures for small animals. Textbook is required at additional cost. Must complete both courses to receive certificate and possess a high school diploma or equivalent.

Brockton | B336 | CRN:166621 | $269
Tuesday | 6:30 p.m. - 9:00 p.m. | 9/10/2019 - 10/22/2019
Instructor: Andrea S. Gouthro

Brockton | C208 | CRN:16684 | $269
Wednesday | 6:30 p.m. - 9:30 p.m. | 9/10/2019 - 10/22/2019
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. Must complete both courses to receive certificate and possess a high school diploma or equivalent.

Brockton | B336 | CRN:166622 | $269
Tuesday | 6:30 p.m. - 9:00 p.m. | 9/10/2019 - 10/22/2019
Instructor: Andrea S. Gouthro

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. For more information, call x1310.

Canton | C312 | CRN:16686 | $1,395
Tuesday / Thursday | 6:30 p.m. - 9:30 p.m. | 9/10/2019 - 12/19/2019
Instructor: Staff

Instructor-Facilitated Online Courses

Learn from the comfort of home!

Choose from hundreds of online classes with our online partners: CareerStep, Center for Legal Studies, Ed2Go, & Protrain

- Online Paralegal Certificate
- Medical Coding & Billing
- CCNA: Routing & Switching
- Professional Tax Preparer
- Payroll Practice & Management
- Medical Terminology
- Certified Associate in Project Management

Call 508-588-9100, x1509 for details!

CSBU150  Career Essentials of Event Management
The introductory course explores the various career opportunities in the field of event planning and the skills necessary to enter and succeed in the field. This is the first course of a six-course certification program. Courses must be taken in sequential order. Certificates issued to students who successfully complete all six courses.

Brockton | B223 | CRN:16623 | $209
Tuesday | 6:00 p.m. - 9:00 p.m. | 9/10/2019 - 10/8/2019
Instructor: Karen F. Salhaney

CSBU151  Foundations of Event Planning
Foundations of Event Planning examines the many skills event planners are called on to use during the process of executing an event. The course will also examine some common types of events that require the skills of a professional planner. This is the second course of a six-course certification program. Courses must be taken in sequential order. Certificates issued to students who successfully complete all six courses.

Brockton | B223 | CRN:16624 | $209
Tuesday | 6:00 p.m. - 9:00 p.m. | 10/15/2019 - 11/12/2019
Instructor: Karen F. Salhaney

CSBU152  Event Marketing
Event Marketing will explore various marketing tools, from the traditional to the emerging, to successfully promote an event. It will also cover the role of marketing in the event life cycle, demonstrating the best use of marketing tactics while utilizing evaluation techniques to measure a successful outcome. This is the third course of a six-course certification program. Courses must be taken in sequential order. Certificates issued to students who successfully complete all six courses.

Brockton | B223 | CRN:16625 | $209
Tuesday | 6:00 p.m. - 9:00 p.m. | 11/19/2019 - 12/17/2019
Instructor: Karen F. Salhaney

To learn more, visit www.massasoit.edu/communityed.
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 3 courses to receive certificate.
Canton | C135 | CRN:16667 | $169
Tuesday | 6:30 p.m. - 9:00 p.m. | 9/10/2019 - 9/24/2019
Instructor: Eileen F. 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 3 courses to receive certificate.
Canton | C135 | CRN:16688 | $289
Tuesday | 6:30 p.m. - 9:00 p.m. | 10/1/2019 - 11/5/2019
Instructor: Eileen F. 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 | CRN:16689 | $249
Tuesday | 6:30 p.m. - 9:00 p.m. | 11/12/2019 - 12/10/2019
Instructor: Eileen F. Avidon

CSBU165  Learn the Tricks of Staging a Home
Whether you are selling your home on your own or working with a Realtor, find out how to prepare a home for sale using up-to-date methods to make the home more appealing to buyers. Industry statistics say homes sell faster when they are professionally staged. In this course, you will learn how to use various techniques including, decluttering, rearranging furniture & accessories making simple adjustments to make a home more visually appealing to buyers. With these new skills, you could see quicker sales and higher returns.
Canton | C135 | CRN:16690 | $129
Wednesday | 6:30 p.m. - 9:30 p.m. | 10/16/2019 - 10/16/2019
Instructor: Eileen F. Avidon

CSBU171  Human Resources Certificate - Part 1
During Part 1, a general introduction to the fundamental functions of human resource management is presented. In addition, the areas of workforce development and affirmative action are emphasized. The course will cover the laws affecting Equal Employment Opportunity such as Title VII of the Civil Rights Act, Age Discrimination, Americans with Disability Act, and Immigration Reform Act. The session will conclude with business ethics and corporate social responsibility. Courses must be taken in sequential order. Certificates will be issued to students who successfully complete all four courses.
Brookton | H441 | CRN:16626 | $249
Tuesday | 6:00 p.m. - 8:30 p.m. | 9/10/2019 - 10/8/2019
Instructor: Darlene Woo

CSBU172  Human Resources Certificate - Part 2
Part II introduces strategic planning, job analysis, job descriptions, and succession planning. The course will emphasize the selection and hiring process. The major areas addressed will be the development of recruitment and retention plans, interviewing, and reviewing resumes. In addition, training and development and conducting effective performance evaluations as well as setting performance objectives will be discussed in detail. By the end of the course, students will have a clear understanding of the recruitment, selection, and retention process. Courses must be taken in sequential order. Certificates will be issued to students who successfully complete all four courses.
Brookton | H441 | CRN:16627 | $249
Tuesday | 6:00 p.m. - 8:30 p.m. | 10/22/2019 - 11/26/2019
Instructor: Darlene Woo

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.
Canton | C133 | CRN:16740 | $199
Monday | 9:00 a.m. - 12:00 p.m. | 9/30/2019 - 10/7/2019
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.
Canton | C133 | CRN:16741 | $199
Monday | 1:00 p.m. - 4:00 p.m. | 9/30/2019 - 10/7/2019
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.
Brookton | Offsite | CRN:16727 | $199
Tuesday | 9:00 a.m. - 12:00 p.m. | 10/22/2019 - 10/29/2019
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 you 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.
Off-Site | Offsite | CRN:16763 | $299
Friday | 9:00 a.m. - 12:00 p.m. | 11/1/2019 - 11/22/2019
All classes held at Plymouth Chamber of Commerce, 134 Court Street, Plymouth, MA.
Instructor: Staff
## Computer Courses

### CSCS501 Intermediate Excel

This course is designed for users who are comfortable with the commands taught in the Intro. to Excel course. This session will give additional practice on functions and commands used in Excel.

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### CSCS502 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.

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### CSCS506 Intermediate Access

This course will continue instruction in Access. Attendees will learn how to work with queries to refine and extract information from their database(s), create and modify forms and reports, find, sort, and filter records and database maintenance.

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### CSCS508 Intermediate Word

This course is designed for people who have mastered the basics of Word. This session will include: formatting bullets, tabs, and tables, importing and manipulating graphics, creating auto correct entries, advanced formatting of typing, and more.

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### CSCS514 Introduction to Word

This course is designed to teach the basics of word processing in a very relaxed atmosphere. Topics include creating a document, developing good editing techniques, formatting your document the way you want it to appear, spell check, lots of keyboard commands and shortcuts, avoiding common mistakes, adding special characters like copyright symbols, the always troubling how to save a document, recall a document to the screen for updating, printing and more.

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CSCC526  Introduction to Excel
You will be introduced to the Excel environment and how to type, edit, and finalize a simple spreadsheet.
Brockton | B103 | CRN:16730 | $99
Tuesday | 2:00 p.m. - 5:00 p.m. | 10/1/2019 - 10/1/2019
Instructor: Staff

Canton | C133 | CRN:16750 | $99
Wednesday | 9:00 a.m. - 12:00 p.m. | 9/18/2019 - 9/18/2019
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.
Brockton | B103 | CRN:16731 | $99
Tuesday | 2:00 p.m. - 5:00 p.m. | 10/22/2019 - 10/22/2019
Instructor: Staff

Canton | C133 | CRN:16752 | $99
Wednesday | 9:00 a.m. - 12:00 p.m. | 11/13/2019 - 11/13/2019
Instructor: Staff

Middleborough | MD102 | CRN:16761 | $99
Friday | 2:00 p.m. - 5:00 p.m. | 11/8/2019 - 11/8/2019
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.
Brockton | B103 | CRN:16732 | $129
Tuesday | 1:00 p.m. - 5:00 p.m. | 9/17/2019 - 9/17/2019
Instructor: Staff

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.
Brockton | B103 | CRN:16735 | $99
Tuesday | 2:00 p.m. - 5:00 p.m. | 11/19/2019 - 11/19/2019
Instructor: Staff

CSCC562  Introduction to OneNote
In this course, participants will learn to explore Notebook structure, add content and formats to a OneNote notebook, work with Excel spreadsheets and embedded files, share and collaborate with notebooks, finalize a notebook, and manage OneNote notebooks, history, and backups.
Brockton | B103 | CRN:16734 | $99
Tuesday | 2:00 p.m. - 5:00 p.m. | 10/29/2019 - 10/29/2019
Instructor: Staff

Canton | C133 | CRN:16754 | $99
Wednesday | 9:00 a.m. - 12:00 p.m. | 10/23/2019 - 10/23/2019
Instructor: Staff

Middleborough | MD102 | CRN:16762 | $99
Friday | 2:00 p.m. - 5:00 p.m. | 11/15/2019 - 11/15/2019
Instructor: Staff

CSCS036  HS Equiv Prep - English & Social 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 x1310.
Brockton | BS47 | CRN:16593 | $219
Tuesday / Thursday | 6:00 p.m. - 9:00 p.m. | 10/1/2019 - 12/12/2019
Pre-assessment required: Walk-in Room H327 at 5:30 p.m. sharp on Thursdays, August 1, August 29, September 26 or at 3:00 p.m. sharp on Thursdays, August 15, September 12.
Instructor: Claire C. Krasnow

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.
Brockton | B103 | CRN:16733 | $129
Tuesday | 1:00 p.m. - 5:00 p.m. | 12/3/2019 - 12/3/2019
Instructor: Staff

Canton | C133 | CRN:16753 | $129
Wednesday | 9:00 a.m. - 1:00 p.m. | 10/9/2019 - 10/9/2019
Instructor: Staff

CSED010  Transitional ESOL
This 60-hour course is designed to bring students to the level of Massasoit’s college credit ESL classes. Students who successfully complete this course may register for the first level of college credit ESL courses in the following semester. This course focuses on speaking, listening, reading, and writing. To register for the class, students must first take the ESOL assessment test to determine if their level of English proficiency is appropriate. Please call extension 1790 to schedule an ESOL assessment test.
Brockton | LASS5 | CRN:16634 | $299
Monday / Wednesday | 6:00 p.m. - 9:00 p.m. | 9/23/2019 - 12/9/2019
Required assessment; see course description.
Instructor: Leo MacNeill

508-588-9100 • www.massasoit.edu
**Brockton ESOL Program**

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

**Beginner, Intermediate, and Advanced levels are available.**

**Classes begin September 23.**

Call 508-588-9100, x1310 for walk-in dates and times. An assessment is required prior to registration.

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**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 x1310.

Brookton | B547 | CRN:16594 | $219
Monday / Wednesday | 6:00 p.m. - 9:00 p.m. | 9/30/2019 - 12/16/2019
Pre-assessment required: Walk-in in Room H227 at 5:30 p.m. sharp on Thursdays, August 1, August 29, September 26 or at 3:00 p.m. sharp on Thursdays, August 15, September 12.
Instructor: Cheryl A. Key

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**CSED056 Proctored Exam A (0-3 hours)**

This course is for anyone who needs to have an exam proctored for up to 3 hours in length. Exams are proctored on the Brockton campus Monday-Friday between 9a.m.-3p.m. To register please call x1991.

Brookton | CRN:16639 | $39
Monday - Friday | 9:00 a.m. - 3:00 p.m. | 9/9/2019 - 12/20/2019
To register, please call x1991.
Instructor: Staff

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**CSED057 Proctored Exam A (3-5 hours)**

This course is for anyone who needs to have an exam proctored that is 3 to 5 hours in length. Exams are proctored on the Brockton campus Monday-Friday between 9a.m.-3p.m. To register please call x1991.

Brookton | CRN:16640 | $59
Monday - Friday | 9:00 a.m. - 3:00 p.m. | 9/9/2019 - 12/20/2019
To register, please call x1991.
Instructor: Staff

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**CSED065 CLEP Exams**

This course is for students who have already registered with the College Board to take any of the 33 CLEP exams offered. Please note: the Massasoit test administration fee is non-refundable and must be paid at appointment. Exams are proctored on Wednesdays by appointment only. To schedule appointment or to register, please call x1991.

Brookton | CRN:16641 | $25
Wednesday | 12:00 p.m. - 4:00 p.m. | 9/4/2019 - 12/18/2019
To register, please call x1991.
Instructor: Staff

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**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.

Brookton | LA445 | CRN:16659 | $299
Monday / Wednesday | 6:00 p.m. - 9:00 p.m. | 9/23/2019 - 12/9/2019
Pre-assessment required. Walk-in on Tuesdays 5:00-7:00 p.m.: August 20 & 27, September 3, 10 & 17 in Room LA 559.
Instructor: Alison Farah

Instructor: Wendy L. Dameron

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**CSED065 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.

Brookton | LA448 | CRN:16661 | $299
Monday / Wednesday | 6:00 p.m. - 9:00 p.m. | 9/23/2019 - 12/16/2019
Pre-assessment required. Walk-in on Tuesdays 5:00-7:00 p.m.: August 20 & 27, September 3, 10 & 17 in Room LA 559.
Instructor: Mary Beth Barilla
Fall 2019 Courses

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.

Brookton | LA447 | CRN:16662 | $299
Monday / Wednesday | 6:00 p.m. - 9:00 p.m. | 9/23/2019 - 12/9/2019
Pre-assessment required. Walk-in on Tuesdays 5:00-7:00 p.m.: August 20 & 27, September 3, 10 & 17 in Room LA 559.
Instructor: Elena F. Banell

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.

Brookton | LA561 | CRN:16663 | $299
Monday / Wednesday | 6:00 p.m. - 9:00 p.m. | 9/23/2019 - 12/9/2019
Pre-assessment required. Walk-in on Tuesdays 5:00-7:00 p.m.: August 20 & 27, September 3, 10 & 17 in Room LA 559.
Instructor: Cheryl Reed

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.

Brookton | LA562 | CRN:16664 | $299
Monday / Wednesday | 6:00 p.m. - 9:00 p.m. | 9/23/2019 - 12/9/2019
Pre-assessment required. Walk-in on Tuesdays 5:00-7:00 p.m.: August 20 & 27, September 3, 10 & 17 in Room LA 559.
Instructor: Kristina M. Burns

Health & Fitness

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 EMT’s Emergency Medical Technician certification exams. This is an entry-level program for those who wish to enter 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.

Middleborough | MDL127 | CRN:16706 | $969
Tuesday/Thursday | 5:30 p.m. - 9:30 p.m. | 9/10/19 - 11/16/19
Saturday | 8:30 a.m. - 5:00 p.m.
Instructor: Nastassia J. Swanson

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 | CRN:16707 | $189
Monday / Wednesday | 5:30 p.m. - 9:30 p.m. | 10/16/2019 - 10/30/2019
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.

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.

CSHH042 Community EMS
Middleborough | TBD | CRN:16710 | $999
Monday/Tuesday/Wednesday | 8:30 a.m. - 5:00 p.m. | 12/2/19 - 12/5/19
Tuesday | 8:30 a.m. - 3:00 p.m.
Instructor: Staff

Medical Interpreting
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 September 23.
Call 508-588-9100, x1509.
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. In addition, 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  |  CRN:16667  |  $999
Monday / Wednesday  |  6:00 p.m. - 9:30 p.m.  |  9/9/2019 - 10/30/2019
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 (TPN), 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  |  B326  |  CRN:16668  |  $1,399
Tuesday / Thursday  |  6:00 p.m. - 9:30 p.m.  |  10/22/2019 - 12/12/2019
Instructor: Staff

CSHH056  Ophthalmic Assistant Program, Part I

This 2-part certificate program will prepare you for a career as an Ophthalmic Assistant. Part I will provide the foundation of knowledge regarding the basics required for all healthcare practices and an in-depth understanding of ocular anatomy, and physiology, diseases and treatments as well as pointed histories, pharmacology and basic skills. Additional fee for textbook. 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  |  C103  |  CRN:16696  |  $439
Wednesday  |  6:30 p.m. - 9:00 p.m.  |  9/25/2019 - 12/11/2019
Instructor: Staff

CSHH063  Legal Interpreting Hearings & Proceed

This class is open to students who would like to expand their interpreting skills in legal settings. The course will cover the most in-demand types of hearings: such as Due Process Hearings, Unemployment Hearings, and Deposions. Students will learn legal terminology and procedural protocols needed to interpret for these various types of hearings. In addition, students will have the opportunity for intense practice through mock 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. Open to Spanish, Portuguese, Cape Verdean Creole, and Haitian Creole.

Brockton  |  B439  |  CRN:16670  |  $1,079
Tuesday / Thursday  |  6:00 p.m. - 9:00 p.m.  |  10/8/2019 - 12/5/2019
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  |  B544  |  CRN:16671  |  $89
Friday  |  9:00 a.m. - 1:00 p.m.  |  9/13/2019 - 9/13/2019
Instructor: Staff

Canton  |  C208  |  CRN:16697  |  $89
Saturday  |  9:00 a.m. - 1:00 p.m.  |  9/14/2019 - 9/14/2019
Instructor: Staff

Middleborough  |  MD109  |  CRN:16711  |  $89
Wednesday  |  5:30 p.m. - 9:30 p.m.  |  9/18/2019 - 9/18/2019
Instructor: Staff

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 TransFluenc 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. For more information, call x1310.

Brockton  |  T102  |  CRN:16669  |  $1,079
Monday / Wednesday  |  6:00 p.m. - 9:00 p.m.  |  9/23/2019 - 12/9/2019
Instructor: Staff

Brockton  |  B547  |  CRN:16717  |  $1,079
Saturday  |  9:00 a.m. - 3:30 p.m.  |  10/12/2019 - 12/21/2019
Instructor: Staff
Fall 2019 Courses

**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.

Brockton | Offsite | CRN:16736 | $219
Monday | 8:30 a.m. - 1:00 p.m. | 12/2/2019 - 12/9/2019
All classes held at Metro South Chamber of Commerce, 60 School Street, Brockton, MA.
Instructor: Staff

**CSPI057 Pieapalooza**
Come and enjoy a Pieapalooza of an afternoon with a child! We will be creating beautiful hand pies, a two crusted pie, and crumb pie for you to take home and enjoy just in time for the Holiday. Please wear comfortable shoes and bring an apron. A child must be accompanied by an adult for the whole class. Appropriate for ages 8 to 12.

Brockton | SC222 | CRN:16675 | $29
Saturday | 1:00 p.m. - 3:00 p.m. | 11/16/2019 - 11/16/2019
Instructor: Jeanne Curtis

**CSPI201 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.

Canton | C209 | CRN:16698 | $69
Thursday | 6:00 p.m. - 9:00 p.m. | 9/12/2019 - 11/21/2019
Instructor: Diane Bennett

**Personal Interest**

**CSPI053 Breakfast Breads**
Come and have fun learning how to make your own beautiful babkas, scrumptious cinnamon rolls, and decadent brioches rolls.

Brockton | B439 | CRN:16737 | $49
Saturday | 8:30 a.m. - 12:30 p.m. | 9/7/2019 - 11/23/2019
Instructor: Staff

**CSPI055 Make Your Own Eclairs & Cream Puffs!**
Come for a fun night where you will be teamed up to learn how to make your own amazing eclairs and cream puffs! Learn how to make the choux, pastry cream, whipped cream., and ganache from scratch. Go home with a box full of your sensational goodies. Please wear comfortable shoes and bring an apron.

Brockton | SC222 | CRN:16673 | $49
Tuesday | 6:00 p.m. - 9:00 p.m. | 12/10/2019 - 12/22/2019
Instructor: Jeanne Curtis

**CSPI056 Holiday Cookie Fun**
Come and enjoy an afternoon of decorating fun with a child! We’ll show you how to make a variety of cookies from one type of dough, and you get to take the decorated cookies home. Please wear comfortable shoes and bring an apron. A child must be accompanied by an adult for the whole class. Appropriate for ages 8 to 12.

Brockton | SC222 | CRN:16674 | $29
Saturday | 1:00 p.m. - 3:00 p.m. | 12/14/2019 - 12/14/2019
Instructor: Jeanne Curtis

**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.

Brockton | B439 | CRN:16737 | $49
Saturday | 8:30 a.m. - 12:30 p.m. | 9/7/2019 - 11/23/2019
Instructor: Staff

**CSRE001 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 | B544 | CRN:16677 | $469
Tuesday | 5:45 p.m. - 10:00 p.m. | 9/10/2019 - 11/19/2019
Instructor: Robert A. Pacheco

**CSRE002 Real Estate Investment**
Thinking about putting your money into something more tangible - like real estate? Understand the rewards and risks involved in land, rental, single family, and commercial real estate investments. How much do you have to invest? Can you really make a profit? Learn how the market works, how to recognize a good opportunity for purchase, what your time, tax and maintenance costs would be after the purchase, and how to make a decision about the timing of the sale.

Brockton | B544 | CRN:16678 | $219
Tuesday | 6:00 p.m. - 9:00 p.m. | 11/26/2019 - 12/17/2019
Instructor: Robert A. Pacheco

**Technical Training**

**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 | TBD | CRN:16679 | $69
Thursday | 4:45 p.m. - 5:45 p.m. | 10/17/2019 - 10/17/2019
Instructor: Allan B. Fraser
The courses are designed for licensed Home Inspectors and are developed 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 eliminate 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.

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.

CSTT322 Electrician D Lic/NFPA-Part 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 gives an in-depth understanding of NFPA-72 and its interpretation for alarm installers. All requirements of a fire detection system under NFPA-72 will be analyzed. Job site safety issues will also be covered. Participants must possess a high school diploma or equivalent.

CSTT323 Electrician D Lic/NFPA-Part 3
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 a continuation of NFPA 72 Part Two. Participants must possess a high school diploma or equivalent.

CSTT566 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.

CSTT567 OSHA 10-Hour General Industry
Learn the tools you need to see how your safe work practices can meet all the OSHA standards. This course is developed for general industry and covers what is required by OSHA standards in essential operation areas. The practical, focused, and “how to” instructional approach will provide a basic orientation to the many concepts of safe work practices. Upon successful completion of the course, participants will receive an OSHA 10-Hour General Industry Outreach DOL course completion card.
Fall 2019 Courses

MA Real Estate Sales License Preparation

Become a Real Estate Sales Professional.

Massasoit Community College offers board-approved license renewal courses to licensed Home Inspectors throughout New England.

The following courses are being offered this summer:

- Home Inspector Professional Ethics
- 266 CMR Regulations for Home Inspectors
- Legal Cases & Practices
- Mold & Mildew
- Report Writing
- Utilizing New Technology

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

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

Classes begin September 10th at the Brockton and Canton campuses.

For more information, call 508-588-9100, x1310.

Home Inspection

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 September 9!

Call 508-588-9100, x1310 for details.

Legal Interpreting

A New Course!

Open to students who would like to expand their interpreting skills in legal settings.

Call 508-588-9100, x1310 for more information.

Classes begin October 8.
NON-CREDIT REGISTRATION FORM

☐ Fall 2019 (year)  ☐ Spring ________ (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 ecourse. 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 Disability Services at x1807.

CRN COURSE/SECTION COURSE TITLE Course Cost

Total Amount Due

Student Signature __________ Date __________

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: Student Central
          Brockton, MA 02302

In Person:  deliver to Student Central in the
            Student Center, Brockton Campus

Fax:  508-427-1246

Email:  registrar@massasoit.mass.edu
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 September 10**
offered at the Brockton & Canton campuses.
For more information, call 508-588-9100, x1302.

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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 September 9!**
For more details, call 508-588-9100, x1310.

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**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 fall:**
- Cultural Competency
- Time Management
- Business Writing
- Communicating for Impact & Results
- Preventing Discrimination & Sexual Harassment
- Customer Service
- OSHA 10-hr.
- MS Project
- Dietary Manager
- One Note

Training solutions that fit your business ~ call us today!