

Program Offerings for Town of Wellesley Employees

Through our partnership with the Town of Wellesley, Massachusetts Bay Community College will be offering the following community education courses. Course tuition will be free for the employee and paid for by the Town of Wellesley.



Online College Courses - Credit **Classes begin on September 4 – December 21, 2018**

CREDIT COURSES

MG101 701: Principles of Management (3946) 3 Credits

Integrates traditional and behavioral approaches to management. Managerial functions of planning, organizing, staffing, leading, and controlling. Apply decision-making, leadership, communication, coordination, delegation, and authority-responsibility relationships. Appreciation of the technical and conceptual, aspects of organizational thinking. Selected case studies and contemporary examples used to illustrate the application of management principles.

Tuition and Fees \$636 in-state resident

OA 201-700: Business Communication (4052) 3 Credits

This course is an introduction to the philosophy of business communication. It consists of practice in planning, analyzing, and writing effective business letters, memoranda, and reports, using traditional and/or automated equipment. It is designed to be of assistance to students seeking employment opportunities.

Tuition and Fees \$636 in-state resident

BU 100-700: Introduction to Business (3612) 3 Credits

Introduction to the basic business functions of Small Business Management, Marketing, Finance, and Information Management and to the forms of business ownership. Elementary study of the separate disciplines of a business and how they are interrelated with one another, for the benefit of the customer/buyer and within the context of free-market pricing principles and government regulation. Introduction to the relevance of accessing data and information, critical analysis and use for business problem solving, and the importance of communication to business practices. Course provides the basis for students' decisions to elect more advanced courses, depending upon their interests. Lecture/Group & individual out of class work.

Tuition and Fees \$636 in-state resident

CO 201-700: Fundamentals of Public Relations (4223) 3 Credits

Principles and techniques of communication used by organizations and individuals. Includes television, news releases, community and customer relations, interaction between companies and employees.

Tuition and Fees \$636 in-state resident

CT 100-702: Critical Thinking (3927) 3 Credits

Introduction to critical thinking in college. Designed to provide students with practice in interpreting, analyzing, synthesizing, and assessing new information and its relationship to previous knowledge. Students will evaluate classic and contemporary arguments and learn how to construct sound arguments. Small group participation is an integral part of this course. This course is required for completion of an A.S. or A.A. degree program.

Tuition and Fees \$636 in-state resident

PH 102-700: Philosophy: Ethics (3897) 3 Credits

A philosophical study of representative ethical systems as an approach to moral issues. Problems include: how do we determine good and bad, right and wrong, freedom and responsibility; how do we select the values that guide us to happiness and the "good life"? Discussion-oriented, focusing on the application of ethical solutions to moral dilemmas.

Tuition and Fees \$636 in-state resident

PH 101-700: Philosophy: Problems in Philosophy (4028) 3 Credits

Introductory study of the nature and development of philosophy. Traditional and contemporary philosophical problems are addressed, and investigation into the lives and lifetimes of philosophers is included. Subjects include: concepts of reality, the limitations of human knowledge, the existence of God, ethical behavior, and social justice.

Tuition and Fees \$636 in-state resident

PS 101-700: Introduction to Psychology (3590) 3 Credits

This course is designed to provide a basic understanding of human behavior. General topics will include the history of psychology, research, human growth and development, biological processes of behavior, sensation and perception, consciousness, learning, memory, motivation, intelligence, and personality development. In addition, the course explores a brief introduction to abnormal behavior and current therapies will be included.

Tuition and Fees \$636 in-state resident



SP 101-701: Introduction to Spanish (4030) 3 Credits

Designed to develop basic oral and written skills. Graded readings required.

Tuition and Fees \$636 in-state resident

SO 101-700: Introduction to Sociology (3600) 3 Credits

Introduces students to the major concepts and theoretical approaches of the field. Emphasis on social structure, social interaction, stratification, community, power, and social change. Lecture: 3 hours per week.

Tuition and Fees \$636 in-state resident

CS 104-700: Microcomputer Applications/Business (3682) 3 Credits

This course deals with computer/technological literacy with an emphasis on business applications using the microcomputer. It is required for Business and Computer Information Systems majors. The basics of microcomputer operations including: hardware, windows, operating system software, and application software, will be introduced. Students will complete projects in the areas of word processing, in-depth spreadsheeting, e-mail, the Internet, databasing and some presentation graphics software. A look at the future of computers, including the legal and ethical impact on society will be covered. The labs will be structured toward practical day-to-day business problems.

Tuition and Fees \$726 in-state resident

NON-CREDIT COURSES

4213 WK171-300: Working Productively In a Team

A company's success is the result of many people working toward a common goal. When employees can synthesize their varied talents, everyone wins. Being able to collaborate well with co-workers strengthens the quality of work produced. Employers look to team players to help build a friendly office culture, which helps retain employees and attracts top talent.

October 9, 2018; \$75

4214 WK197-300: Interpersonal & Business Communication

Interpersonal skills, also known as people skills, are related to the way you communicate and interact with people. When employers are hiring, interpersonal skills are one of the top criteria used to evaluate candidates. In this class, communication skills and business etiquette will be a focus within the discussion.

October 16, 2018; \$75

4215 WK199-300: Problem Solving

When something goes wrong, you can either complain or take action. Knowing how to think on your feet can make you indispensable to an employer. Companies rely on problem solvers to navigate unexpected challenges.

October 23, 2018; \$75

4216 WK207-300: Developing Good Work Habits

Self-presentation, timeliness, organization, productivity, quality, follow-through, consistency, and initiative are all good work habits employers are seeking. Find out the best work habits and how to implement them in the workplace.

October 30, 2018; \$75

4212 CC28-300: Microsoft Word 2016 Series

Learn to work with paragraphs alignment, spacing and margins, setting w/tab stops, multi-page documents, headers and footers, create and modify tables.

Format documents with styles, create a document outline, decorate documents with background, borders, reuse text and other documents parts-introducing building blocks, revise documents with track changes, mail merge, templates, table of contents.

Tuesdays/Thursdays, October 9, 2018-October 25; \$300

4211 CC33-300: Microsoft Excel 2016 Series

Become a spreadsheet superstar! Learn Excel 2016 in three sections: in section one, you will learn how to format, present, applying common functions and formulas needed for data presentations. In section two, you will create spreadsheets in a logical step-by-step manner, become familiar with conditional formatting, enhanced charts, absolute and relative formulas, IF functions, and how to work with multiple worksheets and workbooks; and in section three, you will learn how to create, sort and query tables, work with financial functions and data tables, protect worksheets, and create macros.

Tuesdays/Thursdays, November 27-December 13; \$300

4194 CC39-300: Microsoft PowerPoint 2016 Series

Develop your presentation skills with this Powerpoint Series course. Learn PowerPoint 2016 in three sections. In section one, you will develop slideshows and manipulate slides. In section two, you will modify slides by adding graphics, tables, transitions, WordArt, sound/animation, object linking and embedding. Finally, in section three, you will create numeric charts (bar, pie, etc.) tables, organization charts, interactive settings, presentation flow and hyperlinks.

Tuesdays/Thursdays, October 30-November 15; \$300

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