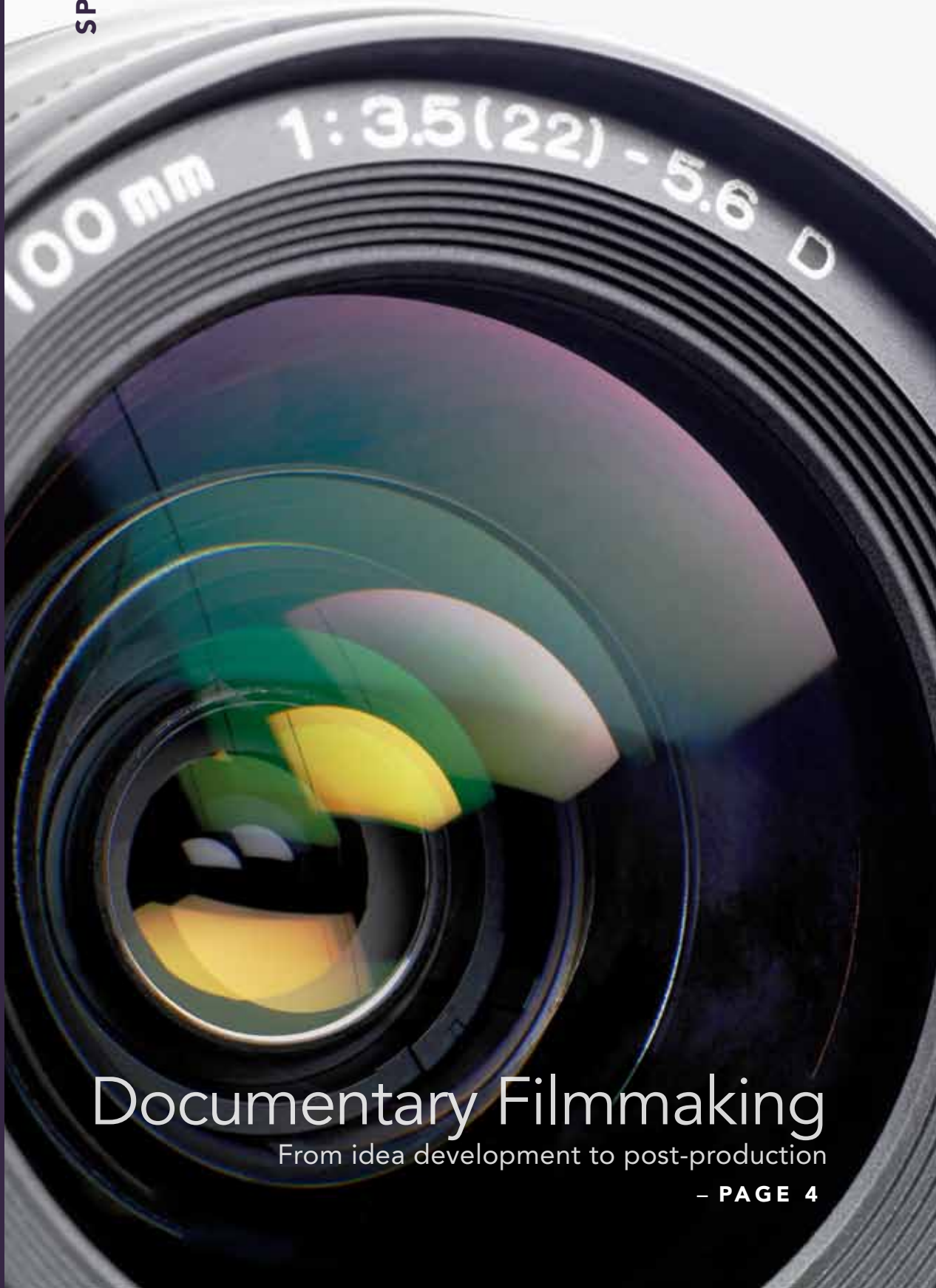


Community Education

SPRING 2014



Documentary Filmmaking

From idea development to post-production

- PAGE 4



Community Education

The Office of Community Education at Bunker Hill Community College (BHCC) provides a wide range of lifelong learning and enrichment opportunities for our community by offering classes and programs that are designed with students in mind. Our classes are conveniently scheduled, low cost and taught by talented professionals in their respective fields.

Regardless of your age or educational goal, the BHCC Office of Community Education has a class that will keep you current with today's trends and technologies, help you get ahead in life and career or let you just have fun.

There is no state residency requirement to take these classes. No financial aid is available. Please note that you must pay in full at registration. If there is a class you would like to take or teach that is not featured, please contact us.

For an up-to-date listing of Community Education classes, times, dates, descriptions and to register visit us online at: www.bhcc.mass.edu/ce

PLEASE NOTE: All Community Education classes will be held on the BHCC Charlestown Campus unless otherwise noted. Please register for classes through the BHCC Web site by creating a username and password through WebAdvisor. If your room assignment is not listed here, check for room assignments by logging into your WebAdvisor account a week before the class begins.

The Office of Community Education is located in the H Building on the Charlestown Campus.

Telephone: 617-228-2462 • **Fax:** 617-228-2080

Website: <http://www.bhcc.mass.edu/ce>

E-mail: commed@bhcc.mass.edu

Office Hours: Monday-Friday, 8:30 a.m.-4:00 p.m.

Regular, free shuttle service is available from the main Charlestown Campus to the H building. To download a schedule, go to: www.bhcc.mass.edu/shuttleschedule/

Parking Permits

Students enrolled in short-term (5 weeks or less) non-credit courses do not have to purchase a parking permit, but they do need to request a temporary parking permit. Individuals registering by mail, phone or fax should request a permit prior to the first class meeting by e-mailing the Office of Community Education (commed@bhcc.mass.edu). Vehicles parked in BHCC parking areas without a current, valid parking permit will be ticketed and/or towed. No warning notices are given.

NOTE: Students are not permitted to park in the lot near the H Building. Students should park on the Charlestown campus and take the free shuttle to the H Building.

Refund Policy

Students may cancel enrollment in a Community Education course within two (2) working days prior to the first class meeting and receive a 100 percent refund. No refunds will be given after that time.

- All Bunker Hill Community College students are now eligible for a BHCC OneCard from HIGHERone.

These cards serve as official BHCC Student ID Cards and are now the only means for obtaining refunds for students not paying by credit card. Students who wish to obtain a BHCC OneCard must go to the library to have their photograph taken.

- In order to receive a refund, students must first activate their BHCC OneCard from HIGHERone (www.bhcconecard.com). For assistance, please call 877-479-1731.
- If students have paid by credit card, the account will be credited automatically by the Student Payment Office.
- Students wishing to obtain a BHCC OneCard for identification purposes should follow the directions above.

For further assistance with OneCard, please call 617-228-2213.

Table of Contents

Basic English as a Second Language 1-2
 Languages and Culture 3
 Test Preparation Courses 3-4
 General Educational Development (GED) Preparation 4
 Leadership, Career, Management and Non-Profit Courses ... 4-5
 Fitness, Safety and Personal Enhancement 5
 Spring 2013 Workshop Series 6

Computer Training and Classes 6-7
 Health and Medical Related Programs 7-9
 Online Professional and Personal Development 9-11
 Online Courses 12-16
 MindEdge Online Courses • Virtuaeduc.com/bhcc
 BHCC.360training.com • BHCC.theknowledgebase.org
 GREEN online courses • Gatlineducation.com • ed2go.com
 Registration form Inside back cover



English as a Second Language/Basic page 1

ENGLISH AS A SECOND LANGUAGE/BASIC

To register for any non-credit Basic English as a Second Language course, students must first take a placement test in the Assessment Center, Room B118. Classes begin January 28, 2014 and end May 18, 2014.

**Basic Speak/Listen
 BLL-001 \$229**

This course should be taken with Basic Read/Write (BLL002).

M1	LEC	M,W 6:00 p.m.-7:15 p.m.	TBA	K. Taligan
Class meets at the H building				
S1	LEC	S 9:00 a.m.-11:45 a.m.	H148	F. Buteau
Class meets at the H building				

**Basic Read/Write
 BLL-002 \$229**

This literacy course is for non-native speakers of English.

M1	LEC	M,W 7:30 p.m.-8:45 p.m.	TBA	K. Taligan
Class meets at the H building				
S1	LEC	S 12:15 p.m.-3:00 p.m.	H148	F. Buteau
Class meets at the H building				

**Speak/Listen I
 BSL-001 \$229**

01	LEC	T,TH 11:30 a.m.-12:45 p.m.	TBA	TBA
Class meets at the H building				

02	LEC	T 8:30 a.m.-9:45 a.m.	E140	TBA
	LEC	F 8:30 a.m.-9:45 a.m.	G138	TBA
03	LEC	F 8:30 a.m.-11:15 a.m.	E140	TBA
S1	LEC	S 9:00 a.m.-11:45 a.m.	H120	J. Sanchez
Class meets at the H building				
SU	LEC	SU 9:00 a.m.-11:45 a.m.	B104	S. Quazi
T1	LEC	T 6:00 p.m.-8:45 p.m.	H120	L. Palazzo
Class meets at the H building				

**Read/Write I
 BSL-002 \$229**

01	LEC	T,TH 7:00 a.m.-8:15 a.m.	H155	J. Silva
Class meets at the H building				
02	LEC	T,TH 10:00 a.m.-11:15 a.m.	H152	L. Palazzo
Class meets at the H building				
03	LEC	F 11:30 a.m.-2:15 p.m.	E140	S. Quazi
H1	LEC	TH 6:00 p.m.-8:45 p.m.	H120	M. Bojarczuk
Class meets at the H building				
S1	LEC	S 12:15 p.m.-3:00 p.m.	H120	J. Sanchez
Class meets at the H building				

**Speak/Listen II
 BSL-005 \$229**

01	LEC	M,W 8:30 a.m.-9:45 a.m.	TBA	S. Crisci
Class meets at the H building				
02	LEC	F 8:30 a.m.-11:15 a.m.	H120	P. Shute
Class meets at the H building				
03	LEC	M,W 11:30 a.m.-12:45 p.m.	M104	P. Benedict
M1	LEC	M,W 6:00 p.m.-7:15 p.m.	H120	P. Benedict
Class meets at the H building				
S1	LEC	S 9:00 a.m.-11:45 a.m.	H147	B. O'Brien
Class meets at the H building				
SU	LEC	SU 9:00 a.m.-11:45 a.m.	B105	J. Silva
T1	LEC	T 6:00 p.m.-8:45 p.m.	H155	P. Benedict
Class meets at the H building				
T2	LEC	T,TH 6:00 p.m.-7:15 p.m.	H147	P. Dudeney
Class meets at the H building				

**Read/Write II
 BSL-006 \$229**

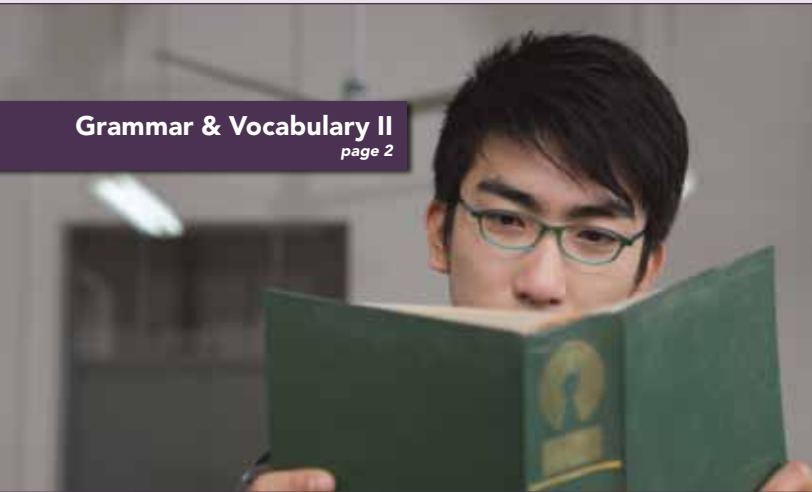
01	LEC	M,W 10:00 a.m.-11:15 a.m.	TBA	S. Crisci
Class meets at the H building				
02	LEC	F 11:30 a.m.-2:15 p.m.	H120	P. Shute
Class meets at the H building				
03	LEC	M,W 1:00 p.m.-2:15 p.m.	M104	S. Quazi
H1	LEC	TH 6:00 p.m.-8:45 p.m.	H152	B. Conroy
Class meets at the H building				

COMMUNITY EDUCATION

English as a Second Language/Basic

Grammar & Vocabulary II

page 2



SU	LEC	SU 12:15 p.m.-3:00 p.m.	E140	J. Sanchez
T1	LEC	T 6:00 p.m.-8:45 p.m.	E451	B. O'Brien
T2	LEC	T,TH 7:30 p.m.-8:45 p.m.	E140	TBA

Grammar & Vocabulary II

BSL-012

\$229

This course is for BSL010 and BSL011 students who wish to improve their conversation and pronunciation skills. Students will practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with pronunciation drills.

T1	LEC	T 6:00 p.m.-8:45 p.m.	B104	TBA
----	-----	-----------------------	------	-----

Grammar Connections: A Way to Improve Your Grammar (ONLINE COURSE)

LNG-511

\$225

Grammar classes will be open to native English speakers and students in level Academic ESL 3 or higher. This high-level course is for students who wish to improve their grammar and editing skills. Using short writing assignments, the class will cover common sentence problems such as fragments and run-ons, as well as punctuation, mechanics and verb tenses and forms. ESL students who want to take this course first must be tested in the Assessment Center, Room B118, Charlestown Campus.

OL	For username and password go to: www.bhcc.mass.edu/mycourseaccess January 28-May 17			N. Jecmenica
----	---	--	--	--------------

English for Work Interviews

LNG-409

\$149

Students develop speaking skills for employment interviews. This class is ideal for ESL speakers who want to speak confidently and competently at interviews. Students will practice answering interview questions, replying to speaking prompts and responding to follow-up questions. They will learn to talk about their work experience, skills and knowledge to communicate effectively at employment interviews. Students will develop content for their answers and replies and receive coaching and instruction in pronunciation, expressions and grammar. Students enrolling in this class must be at mid-intermediate to advanced levels of English.

S1	Saturdays	10:00 a.m.-12:45 p.m.	S. Bloomberg
	TBA	February 22-May 17	

Intermediate Pronunciation

LNG-515

\$225

This course, open to students in ESL Academic Level 2 and higher, focuses on the pronunciation, rhythm and intonation of the English language to enable students to communicate more clearly, effectively and naturally in English. This is ideal for students who have fluency but need to reduce their accents. Students may be required to complete assignments in the Language Lab in Room E226 in Charlestown.

M1	Mondays	6-9 p.m.	A. Fournier
	TBA	February 3-May 19	

American English Pronunciation and Accent

LNG-517

\$149

Students develop better speaking and communication skills by improving their pronunciation. This class is ideal for ESL speakers who have had trouble communicating because of an accent. ESL speakers who improve their pronunciation also modify their accents so that their speech is more listener-friendly. Students will become stronger communicators with improved American pronunciation and accent skills by learning and practicing techniques that are essential to clear speech and effective communication for professional and business purposes. Students who enroll in this course must be at a high-intermediate to advanced level of English.

S1	Saturdays	1:30-4:15 p.m.	S. Bloomberg
	TBA	February 22-May 17	

Keys to American Communication Culture

LNG-212

\$150

Communicate better with your American colleagues at work and in business. Topics of communication culture include small talk, expressiveness, using tactful language, getting to the point, organizing information, agreeing and disagreeing and more. Develop your American English communication

M1	LEC	M,W 7:30 p.m.-8:45 p.m.	H120	P. Benedict
		Class meets at the H building		
S1	LEC	S 12:15 p.m.-3:00 p.m.	H147	B. O'Brien
		Class meets at the H building		
SU	LEC	SU 12:15 p.m.-3:00 p.m.	B105	J. Silva
T1	LEC	T,TH 7:30 p.m.-8:45 p.m.	H147	P. Dudeney
		Class meets at the H building		

ONLINE Speak/Listen III

BSL-010A

Introductory Price \$99

In this online course, students will practice speaking about familiar and unfamiliar topics in different situations such as employment and education. They will practice public speaking. Students will learn to listen to and understand high beginning to low intermediate materials and answer comprehension questions with sentences and short writings. Students will read and write in this course and learn grammar structures. The emphasis is on academic English. ESL students who want to take this course first must be tested in the Assessment Center, Room B118, Charlestown Campus.

OL	WEB	For username and password, go to www.bhcc.mass.edu/mycourseaccess January 28-May 17		
				N. Jecmenica

Speak/Listen III

BSL-010

\$229

01	LEC	T,TH 7:00 a.m.-8:15 a.m.	B109	J. Chan
02	LEC	T,TH 8:30 a.m.-9:45 a.m.	TBA	J. Sanchez
		Class meets at the H building		
03	LEC	F 8:30 a.m.-11:15 a.m.	G139	M. Bojarczuk
04	LEC	F 11:30 a.m.-2:15 p.m.	G139	M. Bojarczuk
H1	LEC	TH 6:00 p.m.-8:45 p.m.	H156	P. Benedict
		Class meets at the H building		
M1	LEC	M,W 6:00 p.m.-7:15 p.m.	E140	TBA
S1	LEC	S 9:00 a.m.-11:45 a.m.	H149	E. Ramos
		Class meets at the H building		
SU	LEC	SU 9:00 a.m.-11:45 a.m.	E140	J. Sanchez
T1	LEC	T,TH 6:00 p.m.-7:15 p.m.	E140	TBA

Read/Write III

BSL-011

\$229

01	LEC	M,W 7:00 a.m.-8:15 a.m.	B108	J. Silva
02	LEC	T,TH 10:00 a.m.-11:15 a.m.	TBA	P. Benedict
		Class meets at the H building		
03	LEC	F 11:30 a.m.-2:15 p.m.	B132	TBA
04	LEC	F 2:30 p.m.-5:10 p.m.	B109	TBA
M1	LEC	M,W 7:30 p.m.-8:45 p.m.	E140	TBA
S1	LEC	S 12:15 p.m.-3:00 p.m.	H149	E. Ramos
		Class meets at the H building		

skills and techniques by participating in discussions, short presentations, conversations and role-play situations. Use communication outlines as a guide to speak more efficiently and effectively. Explore American communication culture by talking about how you view the way Americans communicate and how you believe you've had to adapt since being in the USA. We'll also examine Americans' expressions as a key to better understanding American communication culture.

F1 Friday 9:30-11:30 a.m. S. Bloomberg
 CHAR February 21-May 16

**Public Speaking for Internationals and Americans—
 Effective Efficient and Productive Communication
 LNG-213 \$150**

Gain confidence and become a more competent speaker. Practice presentation skills, speaking at meetings, networking event role-playing, debating and participating in discussions. This is an ideal course for those who think they have had trouble speaking up and speaking out in front of people. We'll work with using tone of voice, vocal expression, confident posture and eye contact to build your confidence and competence. We will practice organizing information when you speak in order to be a more efficient, effective and productive communicator. We'll talk about the impact you want your communication to have on people, and we'll practice improving communication skills so that you can be a more powerful speaker.

F1 Fridays 3-5 p.m. S. Bloomberg
 CHAR February 21-May 16

**American English Business Communication—
 Training and Coaching for Internationals
 LNG-215 \$150**

Highly interactive and dynamic, this course is for international professionals who want to develop better speaking skills and be more effective and productive communicators at business meetings. Improve and refine the manner in which you use English during business meetings, as well as develop some understanding of the subtleties, finer points and nuances of English for professional purposes. Through observation and direct open critique, international professionals develop, improve and sharpen their business English communication skills. The training and coaching for business communication take an integrated approach in order to focus on the variety of English language skills that need sharpening.

F1 Fridays 12-2 p.m. S. Bloomberg
 CHAR February 21-May 16

Before BSL students can enter academic ESL courses, they must take a placement test in the Assessment Center, Room B118.

LANGUAGES AND CULTURE

**Beginning Spanish I
 LNG-400 \$129**

Designed for students with little or no background in the Spanish language, this course focuses on the acquisition of basic listening, speaking, reading and writing skills within a cultural framework.

T1 Tuesdays 6-9 p.m. TBA
 TBA February 18-March 25

**Beginning Spanish II
 LNG-400A \$129**

Continuing LNG-400, Beginning Spanish II focuses on furthering the acquisition of basic listening, speaking, reading and writing skills within a cultural framework.

T1 Tuesdays 6-9 p.m. TBA
 TBA April 8-May 13



TEST PREPARATION

All test preparation courses will be given on the Charlestown Campus. Room assignments TBA.

**SHRM Learning System® for PHR® /
 SPHR® Certification Preparation Course
 BSN-124 \$1,200**

Bunker Hill Community College is offering this course in cooperation with the Society for Human Resources Management (SHRM) as exam preparation for the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certification examinations administered by HRCI. This intensive SHRM Learning System® preparation course is designed to provide individuals with an overview of six key areas in human resource management. Materials include modules that correspond to the six functional areas, responsibilities and associated knowledge as defined by the Human Resources Certification Institute (HRCI). The course fee includes study materials and books. Please call the Community Education Office at 617-228-2462 or e-mail ssha4746@bhcc.mass.edu to register.

T1 Tuesdays 6-9 p.m. K. Enright
 TBA February 11-May 6
 S1 Saturdays 9 a.m.-2 p.m. J. Fitzgerald
 TBA February 15-May 17

**TOEFL Preparation
 TFL-101 \$235**

TOEFL-101 features up-to-date, realistic practice tests and cooperative learning strategies designed to help students develop the listening, writing, speaking and reading skills required for the test. Students will learn critical thinking skills and strategies that will help them feel confident and prepared to take the test. The curriculum of this course is based on the TOEFL iBT (Internet-based Test).

M1 Tuesdays-Thursday 6-8:30 p.m. C. Alexander
 TBA April 3-May 22

**Prepare for the Elementary Math Subtest
 Massachusetts MTEL General Curriculum 03
 MTH-201 \$299**

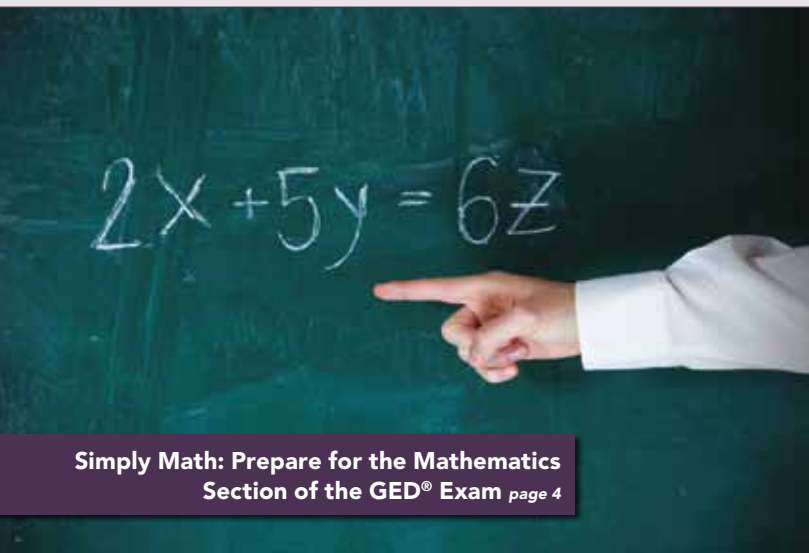
The course will cover the topics on the Elementary Math Subtest Massachusetts MTEL General Curriculum 03 test with emphasis on improving problem-solving skills and developing the deep conceptual understanding that is the key to success. You will review or learn the most efficient ways to solve various types of problems. You will be expected to take the official DESE practice test and report your results to the instructor

HAVE YOU FOUND THE CLASS YOU WANT TO TAKE?

Register by phone or in person for non-credit courses. Office of Community Education, H-Building.

Online: <http://www.bhcc.mass.edu/ce> • Phone: 617-228-2462 Monday-Friday, 8:30 a.m.-4 p.m.

Register by Fax. Fax the form on the inside back cover of this booklet and related documents with your credit card information to: 617-228-2080.



Simply Math: Prepare for the Mathematics Section of the GED® Exam page 4

no later than the second meeting. The curriculum will be adapted to respond to the students' results on the practice test. Classes will include group instruction, project teams and guided individual study at your own pace on the topics you need most. If you need extra practice in particular areas, the instructor will suggest additional resources as appropriate. We will use free or low-cost online sources as much as possible, but in addition to the course fee, you should budget \$50 for textbooks and online subscriptions. Expect to do at least one hour of homework for each hour of classroom time.

S1	Saturdays	9 a.m.-1 p.m.	B. Fox
	TBA	February 22-April 24	

GENERAL EDUCATIONAL DEVELOPMENT (GED®) PREPARATION

Simply Math: Prepare for the Mathematics Section of the GED® Exam

CRD-421 **\$99**

Prepare for the mathematics section of the Massachusetts Department of Education's High School Development Equivalency Examination. Beginning with diagnostic testing, instruction focuses on the mathematics section of the GED®, including topics such as fractions, percentages, ratios, algebra and geometry. Students will take practice math tests and develop individualized study plans. Students will use math textbooks/workbooks and calculators, which are not included in the fee. There is also a separate fee for testing.

S1	Saturdays	1:30-4:30 p.m.	P. Espinoza-Toro
	TBA	March 29-April 26	

READY FOR THE GED®?

General Educational Development (GED®) Preparation

GED-104A **\$235**

To prepare for the Massachusetts Department of Education's High School Development Equivalency Examination, students will take practice tests and develop individualized study plans. Beginning with diagnostic testing, instruction focuses on writing, reading, math, science and social studies. Students will use textbooks/workbooks and calculators, which are not included in the fee. There is also a separate fee for testing.

T1	Tuesdays, Thursdays	6-9 p.m.	L. Opuka
	TBA	February 4-March 20	
S1	Saturdays	9 a.m.-1 p.m.	P. Learner
	TBA	March 8-May 17	

LEADERSHIP, CAREER, MANAGEMENT AND NON-PROFIT COURSES

SHRM Essentials of HR Management

BSN-124A **\$499**

The SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resource roles and responsibilities. Newly updated, it gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues. This course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills.

S1	Saturdays	9 a.m.-4 p.m.	J. Fitzgerald
	TBA	January 18-25	

Fundraising for Non-Profit Organizations

FNP-301 **\$269**

Learn how to be a fundraiser. Explore new territory prospect development, donor cultivation and stewardship, special events, online auctions, e-newsletters, partnering with board members and key stakeholders, obtaining sponsorships, creating and using social media (LinkedIn, Facebook, Twitter, Pinterest), annual and holiday appeals and planned giving alternatives. After completing eight hours of classroom instruction, reinforcement online training modules will be provided to improve learning and support the course content.

S1	Saturdays	10-noon	TBA
	TBA	April 12-May 17	

Unlocking the Key to Positive Classroom Management

BSN-161 **\$10**

This workshop will provide you with effective strategies to run a classroom in a way that prevents challenging behaviors. These approaches will also show you how best to respond when challenging behaviors arise. We will focus on three key factors: classroom design, curriculum and, most importantly, you the teacher. Strategies will support large group situations as well as understanding the individual needs of children displaying negative behaviors. We will encourage the development of social skills, positive reinforcement, problem solving and clear communication. Whether you are new to the classroom or an experienced teacher, you will leave the workshop with more confidence on how to enter your classroom the next day.

T1	Tuesday	6-8 p.m.	C. Parker
	SUDBURY	April 8	
T2	Tuesday	6-8 p.m.	C. Parker
	SUDBURY	May 6	

Bartending

WCE-301 **\$195**

This class will present basic principles of bar organization and equipment with a view to training students to serve drinks and cocktails properly. This class will also cover basic preparation of frozen drinks and non-alcoholic beverages using state-of-the art equipment. All class sessions will be conducted in a simulated bar environment. Certificates of completion will be distributed.

SU	Sundays	1-4 p.m.	K. Hanley
	E421	March 30-May 11	

Introduction to Documentary Filmmaking

FSR-113A **\$175**

This workshop will take participants through the various stages of documentary filmmaking from development to post-production and delivery. The focus will be on generating a good idea, including key steps to research and idea development; an introduction to narrative and storytelling; the computer basics to create and edit film. The course will involve numerous practical exercises.

W1	Wednesdays	6:30-8:45 p.m.	M. Chan
	E169	March 19-May 14	

Pre-License Real Estate Sales

WCE-473

\$350

This 40-hour class is geared to the individual seeking to become a real estate salesperson. The class covers all the areas necessary to prepare participants for taking the Massachusetts Real Estate Salesperson's Examination. Students who successfully complete the mandatory 40-hour class will receive a certificate and be certified to sit for the examination. Attendance at every class is required.

M1 Mondays, Wednesdays 6-9 p.m. D. Ceruolo
TBA April 7-May 18

Principles of Special Education Laws and Regulations

WCE-251

\$45

This class is specially designed to give you the tools you need to prepare for the educational challenges of a child with a learning disability. In Massachusetts, the special education system is based on the federal special education law and the Individuals with Disabilities Education Act (IDEA), in combination with the state's special education law MGL c. 71B. These laws protect students with disabilities who are eligible for special education and guarantee them an Individualized Education Program (IEP) designed to meet their unique needs. Content will examine special education laws and regulations, IEP and 504 plans, and the evaluation process and timeline.

S1 Saturday 12-3 p.m. L. D'Ambrosio
TBA May 10

Methodologies for Teaching English Language Learners

BSN-213

\$269

This course introduces principles and techniques of various language teaching methodologies, including the Communicative Approach, the Silent Way and Total Physical Response. Other essential aspects of teaching English Language Learners will also be explored, including but not limited to, lesson planning, assessment and the use of structured feedback. The highly interactive format will allow participants to practice and evaluate new techniques as well as focus on their own teaching style. This course is geared toward new language instructors. Upon completion of the course, participants will earn a Certificate of Completion.

S1 Saturdays 10 a.m.-3 p.m. TBA
TBA April 19-May 17

FITNESS, SAFETY AND PERSONAL ENHANCEMENT

Practical Pottery

FSR-351

\$350

Exercise your artistic side and learn to make mugs, bowls, plates and other functional pieces in a program at Mudflat Studio in Somerville, near Sullivan Square just one stop from BHCC on the Orange Line. This 8-week, three hours per week course will cover the basics of working in clay, both wheel throwing and hand-building. By the end of class, students will have



Practical Pottery page 5



Pre-License Real Estate Sales page 5

finished projects that are food safe, oven proof and dishwasher-ready. The fee includes a bag of clay, tools and all glazing and firing. Be prepared to get dirty and have fun.

M1 Thursdays 1-4 p.m.
TBA February 6-March 27

Rape Aggression Defense (RAD):

Women's Self-Defense Workshop

FSR-619C

\$60

The Rape Aggression Defense system is a program of realistic self-defense tactics and techniques. This system is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, and then progresses to the basics of hands-on defense training. It is not a martial arts program but does offer women instruction on physical self-defense. Onsite child care is available for an additional nominal fee.

T1 Tuesdays 5:30-8:30 p.m. R. Barrows
GYM April 15-May 13

Tennis—Beginning Level

FSR-508

\$99

This class will introduce the beginning tennis player to the fundamentals of the game. This class will cover tennis basics, forehand and backhand strokes, stance and serve and effective net techniques. Please bring your own tennis racquet; some spare racquets will also be available. Tennis balls will be provided. Class is limited to 16 students.

S1 Saturdays 9:30-11:30 a.m. H. Dubey
Tennis courts, outside G Building April 19-May 17

SU Sundays 9:30-11:30 a.m. H. Dubey
Tennis courts, outside G Building April 20-May 18

Motorcycles: Basic Rider Course/

Motorcycle Safety Training

FSR-725

\$285

This is a 15-hour course—5 hours of classroom study and 10 hours of riding—designed to teach the sport of motorcycling. Classroom sessions will cover motorcycle controls, basic riding skills, street strategies and turning and braking techniques. Riding sessions will cover straight-line riding, turning, shifting and stopping as well as crash avoidance maneuvers. Training motorcycle—250cc or less—helmets and course books are provided with tuition. Participants must have motorcycle learner's permit. Classes are on weekends from April to October. For more information please contact the Community Education Division at 617-228-2462 or e-mail commmed@bhcc.mass.edu. To register for the course please contact Ironstone Ventures at 508-278-0172 or visit www.ironstoneventures.com



Community Organizing & Collaboration page 6

SPRING 2013 WORKSHOP SERIES

Celtic Music as the Wheel of the Year
WCE-231 \$15

In every culture, music has provided much more than entertainment to human life. The traditional music of the Celts celebrated the natural world, giving each community a sense of connection to each other and to the mysteries of life and death. Musical rituals gave structure and shape to everyday life, celebrated heroic events and people, commemorated important folk figures such as St. Patrick and St. David and strengthened a shared sense of values. This workshop will introduce participants to music of the Celts and how it functioned in the folklore and history of Celtic peoples through performed and recorded music, illustrated lecture, and conversation. Come celebrate the St. Patrick's Day weekend with us.

S1 Saturday 1-2:30 p.m. M. Dalton
 TBA March 15

Celtic Roots and Branches
WCE-233 \$15

Understanding the influence of immigrant cultural contributions is vital to understanding the development of U.S. history. Throughout that history, the musical contributions of the Celtic people have been extremely important. This workshop will provide an overview of how Celtic music influenced U.S. history and culture, focusing mostly on the 18th and 19th centuries. We'll explore this story together through performed and recorded music, illustrated lecture, and conversation.

S1 Saturday 1-2:30 p.m. M. Dalton
 TBA March 1

How to Be a Better Student
WCE-235 \$20

As a busy professional, you know the importance and value of education to reaching your career and personal goals. However, taking time to get organized, set priorities and carve out space to achieve those goals is not always easy and can be hard to sustain over a semester. Designed for current students and lifelong learners, this workshop will provide you with an overview of common barriers students face, strategies for effectiveness and help participants develop solutions for success. Technology recommendations tailored for students will also be provided.

SU Sunday 1-4 p.m. K. Zgoda
 TBA April 13

How to Evaluate News & Research
WCE-237 \$20

This workshop will discuss ways in which you can evaluate news and research. We can access so much information at our fingertips on the

Internet and the media, but how do we know we can trust it? Participants will learn reliable methods of evaluating information sources. This workshop will provide criteria for evaluating information including checking for bias, assessing arguments, sponsorship and purpose.

SU Sunday 1-4 p.m. K. Zgoda
 TBA April 27

Community Organizing & Collaboration
WCE-241 \$20

This workshop presents an overview and application of engaging in social change through community organization and planning. Participants will learn about assessment and intervention challenges on the community level with attention to issues of diversity and citizen empowerment. An overview of major community practice and organizing models, including interagency collaboration, will be discussed.

SU Sunday 1-4 p.m. K. Zgoda
 TBA May 4

Parenting in America: A Cross-Cultural View
LNG-205 \$20

Designed for parents from other cultures, this 90-minute workshop will offer an overview of the central values that have shaped key American institutions such as the family and education. Participants will compare and contrast American beliefs, values and attitudes with those of their cultures of origin. Parents will leave with a better understanding of why children growing up in America may be caught between two worlds and how to meet the challenge of parenting in America.

S1 Saturday 10:30-12 p.m. J. Bethoney
 TBA May 3

COMPUTER TRAINING AND CLASSES

VMware vSphere Install, Configure, Manage v5.0
CPT-113 \$1,999

This course provides instruction and labs including installing the VMware ESXi Server, creating virtualized switches and storage, creating and managing virtual machines, establishing access controls, and performing resource monitoring. There are also lectures and labs on vMotion, Distributed Resource Scheduling, and High Availability. Virtualization architecture, its applications and best practices will also be discussed.

TBA Saturdays 9:00 a.m.-3:10 p.m. J. Fernandes
 February 15-March 29

EMC Information Storage and Management v2
CPT-115 \$1,200

Understand varied components of information storage infrastructure in classic and virtual environments. Comprehensive learning on storage technology enables you to make more informed decisions in an increasingly complex IT environment. The class builds a strong understanding of underlying storage technologies and prepares you to learn advanced concepts, technologies and products. You will learn about the architectures, features, and benefits of intelligent storage systems; storage networking technologies such as FC-SAN, IP-SAN, NAS; object-based and unified storage; business continuity solutions such as backup and replication; the increasingly critical area of information security and management; and the emerging field of cloud computing. This unique open course focuses on concepts and principles which are further illustrated and reinforced with EMC product examples.

TBA Saturdays 9 a.m.-3:10 p.m. P. Kazanjian
 April 12-May 17

Introduction to Personal Computers
CPT-201 \$112

Designed for the beginner, this hands-on course will introduce students to personal computers. Windows, various types of software and software basics will be covered. Students will also be introduced to naming, saving, retrieving, printing and managing files. Microsoft programs will be used to cover the basics of word processing, database management and spreadsheets. Please bring a flash drive to the first meeting.

M1 Mondays 6-9 p.m. TBA
 TBA February 24-April 7

Microsoft Excel
CPT-204

\$112

Learn to format worksheets and develop charts and graphs from your data without cumbersome conversions. This popular spreadsheet program is useful for both the office and the home. Participants will learn to create budgets and put some zip into proposals by entering data and learning the powerful calculation and sorting functions that Excel offers. Please bring a flash drive to the first meeting. Pre-requisite: familiarity with computers.

H1	Thursdays TBA	6-9 p.m. February 13-March 20	M. Griffin
S1	Saturdays TBA	9 a.m.-noon February 22-March 29	B. Chervin

Advanced Microsoft Excel
CPT-204B

\$112

This course will teach advanced Excel applications. Through instructor-led or self-paced, step-by-step instruction, participants will learn how to perform "what if" analysis, create PivotTables, exchange data with other programs and control worksheet properties and calculations. Please bring a flash drive to each class. Pre-requisite: Microsoft Excel (CPT204).

H1	Thursdays D117	6-9 p.m. April 3-May 8	M. Griffin
SU	Sundays TBA	9 a.m.-noon April 13-May 18	B. Chervin

Microsoft Word
CPT-203

\$112

This class introduces students to the basics of Word. Participants will create and edit business and personal documents, letterheads, résumés, labels and flyers and learn to use the Internet to access information and clip-art to incorporate into documents and flyers. Please bring a flash drive to each class.

F1	Fridays TBA	6-9 p.m. February 21-April 4	B. Chervin
T1	Tuesdays D121B	6-9 p.m. February 18-April 1	M. Griffin

Microsoft PowerPoint
CPT-208

\$112

This course offers a step-by-step approach to designing, creating, editing and enhancing presentations. Please bring a flash drive to each class.

M1	Mondays D117	6-9 p.m. April 14-May 19	M. Griffin
SU	Sundays TBA	12-3 p.m. April 6-May 11	B. Chervin

Microsoft Access
CPT-206

\$112

This course provides a working knowledge of Microsoft Access, a database software program. Participants will learn how to use Access to connect and use resources on the Internet. Topics will include designing and creating databases, entering and editing data into tables, designing and using basic forms, integrating Access data with other office applications and the Internet, establishing relationships between tables, finding, sorting and filtering information, creating basic queries and designing and using basic reports.

W1	Wednesdays D117	6-9 p.m. April 9-May 14	M. Griffin
----	--------------------	----------------------------	------------

HEALTH AND MEDICAL
RELATED PROGRAMS

Massage Therapy-Start a New Career
as a Massage Therapist

\$5695

Fast-track Massage Therapy Certification Training Program. A Massage Therapist can pursue employment in healthcare, wellness, and spa settings, as well private practice. Massage Therapists assist with wellness, stress management, injury rehabilitation and health and fitness. This program



Advanced Microsoft Excel page 7

provides an excellent training opportunity for anyone with a desire to work in this thriving healthcare field, helping people, and assisting in life change. 650 hours. Prices includes textbooks, program materials, internship experience, certificate of completion, and state licensure preparation.

Learn more about tuition assistance and resources and sign up at: 888-327-0355 or visit adulthoodreg.com/bhccmass

M1	Monday-Thursday Saturdays TBA	6-9:30 p.m. 9 a.m.-4:30 p.m. February 10-September 27	TBA
----	-------------------------------------	---	-----

Update Your Skills with ICD-10-

A Guide to Medical Billing/Coding

\$1099

As a Coding professional you know the importance of keeping up-to-date with the most current diagnosis codes. Prepare for the future of coding with the latest most comprehensive update of the code set. The current rule published in the Federal Register set the adoption of ICD-10-CM to replace ICD-9-CM Volumes 1 and 2 as of March 1, 2013. Start down the road to success by learning the latest version of the ICD-10-CM code set. 56 hours over seven weeks. This program is offered entirely online, with weekly assignments, online learning and an instructor-led virtual class weekly. Classes are held from 8:30 p.m.-9:30 p.m. Prices include textbook, online program access and certificate of completion.

Learn more about tuition assistance and resources and sign up at: 888-327-0355 or visit adulthoodreg.com/bhccmass

S1	Saturdays	12-1 p.m. February 28-April 9
----	-----------	----------------------------------

Veterinary Assistant

Start a New Career as a Veterinary Assistant!

\$1195

Students will learn how to assist the Veterinarian or the Veterinarian Technician in their daily tasks. Students will learn proper handling and procedures for examination of pets for signs of illness, disease, or injury through practical training. Instruction includes legal, ethical and professional standards as well as nutrition basics for animal care. Also covered are hygiene and sterilization techniques used for laboratory and surgical equipment as well as maintenance and management of a veterinary setting. This training is appropriate for those seeking employment in veterinary practices, laboratories, animal hospitals, shelters and clinics. 35 hours over 5 weeks. The voluntary experience component requires students to volunteer their time (24 hours). Each student will be responsible for coordinating his/her volunteer experience. Prices include textbooks, program materials and certificate of completion.

Learn more about tuition assistance and resources and sign up at: 888-327-0355 or visit adulthoodreg.com/bhccmass

S1	Saturdays TBA	9 a.m.-4:30 p.m. March 8-April 5	TBA
----	------------------	-------------------------------------	-----

COMMUNITY EDUCATION

Health and Medical Related Programs



**Medical Interpreting
Certificate Program** page 8

Basic Life Support (BLS) For Healthcare Providers FSR-108 \$69

This one-day course presents the American Heart Association BLS for Healthcare Providers CPR and AED program, teaching skills needed for professionals to use in the initial response to adults, children, and infants with cardiac emergencies and choking. Skills include one-and two-person CPR, use of a mask for ventilation and Automated External Defibrillator. Program includes both skill tests and a written test; written test requires students to read English at approximately the 10th grade level. Students who need extra time to complete the tests may need to stay beyond the end of the scheduled class time. Text is BLS for Healthcare Providers (Student Manual), published in 2011; older editions not acceptable. Book may be independently purchased by students ahead of time; instructor will also have books for sale on day of class. Those who successfully complete the program will receive a two-year certification card via BHCC approximately one week after the class.

S1	Saturdays TBA	9 a.m.-1 p.m. March 29	TBA
S2	Saturdays TBA	9 a.m.-1 p.m. May 10	TBA

Heartsaver C.P.R.–AED (Automated External Defibrillator) Training Program and Certification FSR-105 \$69

This program will cover and Certify students in Heartsaver Adult – Child CPR-AED and F.B.A.O. This American Heart Association Heartsaver CPR-AED training program, will teach skills that the layperson can use to respond to emergencies for adults, children, with cardiac and/or choking emergencies. Skills include CPR and use of an Automated External Defibrillator. No written test is required for this program. This course satisfies the requirements of many agencies for CPR and/or “choke saver” programs. AHA student manual for Heartsaver CPR-AED is included with program fee.

S1	Saturdays TBA	9 a.m.-1 p.m. April 5	TBA
S2	Saturdays TBA	9 a.m.-1 p.m. May 17	TBA

Heartsaver Adult First Aid and C.P.R.– AED (Automated External Defibrillator) Training Program and Certification FSR-105A \$79

This program will cover Basic Adult First Aid techniques and Certify students in Heartsaver Adult – Child CPR-AED. & F.B.A.O. Topics covered shall include Bleeding, Shock, Wounds, Seizures, Scene Safety, Sudden Illness, Burns, Airway Management, Environmental Emergencies, Documentation and Patient Assessment will be covered. This training program will include Heartsaver Adult and Child C.P.R. along with airway obstruction techniques. (A Two year A.H.A. Certification Card Issued). This program meets and/or exceeds “OSHA” standards 29 CFR 1910-151 for Industrial – workplace First Aid training programs. The program is also recognized by the US Coast Guard” for “Maritime” First Aid / CPR Training requirements. Student-training manuals (A.H.A.) (Heartsaver First Aid w/CPR-AED) with updated AHA Guidelines 2010 may be independently purchased by student or from Instructors day of class for \$15.00 (\$16.00 Spanish edition).

S1	Saturdays TBA	9 a.m.-2:30 p.m. April 12	TBA
S2	Saturdays TBA	9 a.m.-2:30 p.m. May 24	TBA

Heartsaver First Aid (Basic) Certification Training Program FSR-105B \$67

This program will cover Basic First Aid techniques and Certify students in Heartsaver Adult First Aid and F.B.A.O. Topics covered shall include, “General Principles” of First Aid-First Aid skills in handling, “Medical Emergencies”-Allergic Reactions, Diabetic Emergencies, Seizures. Stroke, Heart Attack. “Injury Emergencies” – Bleeding, Head –Neck – Spine Injuries, Burns and Electrocutions “Environmental Emergencies”, Bites and Stings, Poison Emergencies, along with airway obstruction techniques. This program meets all training requirements as mandated under “OSHA” and for Maritime First Aid training requirements. Student training manuals (A.H.A. G-2010 Guidelines) “Heartsaver First Aid” can be purchased by students on own or from Instructor day of class for \$10.00. (Please no credit cards on day of class).

S1	Saturdays TBA	9 a.m.-1 p.m. March 22	TBA
S2	Saturdays TBA	9 a.m.-1 p.m. May 3	TBA

Medical Interpreting Certificate Program WCE-375 \$999

Medical Interpreters are in great demand nationwide. In Massachusetts, where interpreters are legally mandated in acute-care hospitals and behavioral health hospitals, the need for trained medical interpreters is booming. According to the Department of Labor Statistics, “Employment of interpreters and translators is expected to grow 42 percent from 2010 to 2020, much faster than the average for all occupations. Employment growth reflects an increasingly diverse U.S. population, which is expected to require more interpreters and translators.” This 54-hour course provides a working knowledge of the various aspects of medical interpreting such as the standards of practice, ethics, HIPAA regulations, cultural competency, role plays, and medical vocabulary development. The course is open to all languages, but students must be able to fully comprehend and communicate in both English and at least one other language. Because

HAVE YOU FOUND THE CLASS YOU WANT TO TAKE?

Register online, by phone or in person for non-credit courses. Office of Community Education, H-Building.

Online: <http://www.bhcc.mass.edu/ce> • **Phone:** 617-228-2462 Monday-Friday, 8:30 a.m.-4 p.m.

Register by Fax. Fax the form on the inside back cover of this booklet and related documents with your credit card information to: 617-228-2080.

a selective interview is required before acceptance, students must enroll two weeks prior to the beginning of class.

T1 Tuesdays/Thursdays 6-9 p.m. M. Vazquez Bonilla
TBA March 25-May 22

Anatomy and Physiology Spanish Training
WCE-260 \$599

This 40-hour Spanish Anatomy and Physiology course will focus on medical vocabulary, culture and language to improve the effectiveness of healthcare providers who speak Spanish. This course gives participants an extensive knowledge of anatomy and physiology and improves effective communication skills for those working with a Hispanic population. At the conclusion of this training, participants will be able to: define and describe symptoms, diseases, treatments and procedures in Spanish, and discuss demographic trends of healthcare in Spanish.

S1 Saturdays 9 a.m.-2 p.m. M. Vazquez Bonilla
TBA March 29-May 17

ONLINE PROFESSIONAL AND PERSONAL DEVELOPMENT

Accounting Fundamentals
(ONLINE COURSE) \$99

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You'll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes and various common banking activities. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement, this course will give you a solid foundation in financial matters.

To register, go to: ed2go.com/bunkerhill

Administrative Assistant Fundamentals
(ONLINE COURSE) \$99

Rapid growth in health, legal services, data processing, management, public relations and other industries has created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

To register, go to: ed2go.com/bunkerhill

Autism and Asperger's Disorder: Information and Effective Intervention Strategies
(ONLINE COURSE) \$199

This is an interactive computer-based instruction course designed to help you achieve a better understanding of autism and Asperger's Disorder, of intervention strategies to enhance communication and learning and of methods for teaching more conventional behaviors. The course provides information on the characteristics of the disorder, learning styles associated with the disorder, communication weaknesses and various intervention strategies that have proven successful when working with students with autism spectrum disorders. You will learn why individuals with autism spectrum disorders act the way they do and what you can do to enhance more appropriate behavior. This course also lists resources for educators, related service personnel and parents who would like more help or information on autism and Asperger's Disorder. PDPs: 30.

To register, go to: virtualeduc.com/bhcc



Administrative Assistant Fundamentals page 9

Behavior is Language: Strategies for Managing Disruptive Behavior
(ONLINE COURSE) \$269

This is an interactive computer-based instruction course designed to give you a new perspective on student behavior and effective tools for facilitating positive student change. The course provides a developmental framework for understanding what students are trying to tell you through the language of their behavior. The course teaches behavioral techniques and intervention strategies that remediate disruptive behaviors, reduce power struggles while increasing classroom control and reduce workload and burn-out. This program helps you as well as students find creative, effective solutions to behavioral problems. PDPs: 45.

To register, go to: virtualeduc.com/bhcc

Creating Web Pages
(ONLINE COURSE) \$95

Create and post your own Website on the Internet using HTML in this extensive hands-on, six-week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of Web design. Then, with your instructor's guidance, you'll plan the content, structure and layout of your Web site, create pages full of formatted text, build links among the pages and to the outside world, and add color, backgrounds, graphics and tables. You'll also learn critical and timely information on securing the best possible location in search engine listings and powerful no-or low-cost Web marketing strategies.

To register, go to: ed2go.com/bunkerhill

Harassment, Bullying and Cyber-intimidation in Schools
(ONLINE COURSE) \$199

This course discusses the definitions and the personal, social and legal ramifications associated with sexual harassment, bullying and cyber-intimidation. The course will address what we know about these troubling areas. We will then explore preventative strategies as well as ways school staff can address these issues when they occur. A clear understanding of what constitutes harassment and the harmful effects of harassment on people and institutions is essential to providing a safe and inclusive school environment for all. PDPs: 30.

To register, go to: virtualeduc.com/bhcc

Project Management: PMP® Test Prep Course
(ONLINE COURSE) \$699

This online and self-paced 13--module project management program builds successful project managers at all levels of the organization. It provides a comprehensive preparation for the PMP® certification exam, including exam-taking tips, ten comprehensive module quizzes and two full-length, 200-question practice exams covering the PMBOK® Guide areas of knowledge. This course is designed for learners interested in preparing to take the PMP® exam.

To register, go to: bhcc.mindedgeonline.com/partner/courses

Certificate in Business Communications

ONLINE COURSE page 10



Certificate in Business Communications
(ONLINE COURSE)

\$149

The ability to communicate clearly and effectively is highly prized in organizations. This self-paced online certificate course focuses on improving business writing skills and how to create effective presentations. This course offers instruction on crafting many of the most common business communication formats: memos, reports, brochures, proposals, presentations, catalogs and websites. Topics include formal and informal outlining techniques, using e-mail appropriately in an organizational setting, and revising for wordiness, unnecessary phrases, redundancy and jargon. From clarifying and structuring your ideas to designing the PowerPoint slides that will best complement them, the techniques, interactive exercises, and checklists in this suite will help you create presentations and workplace documents that inform and persuade. This self-paced online program offers an assortment of interactive exercises, selected readings and self-assessments that will engage and help you practice effective business communication skills. Upon successful completion you can download a printable certificate of completion, with your CEU credits earned for this online course suite. This course has no textbooks or prerequisites.

To register, go to: bhcc.mindedgeonline.com/partner/courses

Earn a Certificate in Entrepreneurship
(ONLINE COURSE)

\$599

This online certificate program introduces key issues in entrepreneurship for those looking to start a business on their own. What does it take to build and grow a business from scratch? What personal characteristics are shared by successful entrepreneurs? What types of resources are available to budding entrepreneurs, and where can you find them? Learners who complete this program will have the answers to those questions and others that are essential to the success of their businesses. This certificate program is composed of five individual self-paced online courses that offer an assortment of interactive exercises, videos, selected readings, case studies and self-assessments that engage entrepreneurs and structure their learning about their field. Our Ask the Expert feature connects you to an expert ready to answer any content-related questions you have. Questions are answered as quickly as possible and usually within 24 hours. Upon successful completion, you can download a printable certificate of completion, with CEU credits earned for this online course suite. The course has no textbooks or prerequisites. Individual Entrepreneurship courses are also available.

To register, go to: bhcc.mindedgeonline.com/partner/courses

Earn a Certificate in Nonprofit Management
(ONLINE COURSE)

\$699

This online certificate program introduces learners to key current management issues for nonprofit organizations. Fundraising, capital campaigns, board and volunteer development, budgeting, reading financial statements, leadership, marketing, grant writing, social media and setting strategic direction are all addressed. Video commentary on these crucial topics will give you insight into how nonprofit professionals apply key concepts in their own organizations. This certificate program comprises ten highly engaging self-paced online courses that offer an assortment of interactive exercises, videos, commentary from subject matter experts, selected readings, case studies, and self-assessments that will engage you and help you practice effective decision making in a nonprofit setting. Our Ask the Expert feature connects you to an expert ready to answer any content-related questions you have. Questions are answered as quickly as possible and usually within 24 hours. This certificate program is designed for individuals seeking career opportunities in private or public nonprofits as well as those already working in nonprofits that want to enhance and improve their leadership skills. Upon successful completion you can download a printable certificate of completion, with your CFRE and CEU credits earned for this online course suite. This course has no textbooks or prerequisites. Individual Nonprofit courses are also available.

To register, go to: bhcc.mindedgeonline.com/partner/courses

Introduction to Microsoft Excel 2010
(ONLINE COURSE)

\$99

Do you work with numbers? Then you need to master Microsoft Excel 2010—and this is the place to do it. Even “non-techie” beginners will find it easy to learn Excel in this fun, step-by-step online course. These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. In addition, you'll get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, ending your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. This is not a tutorial, but an in-depth class where you'll get training, help, and personal support from an experienced instructor as you're learning Excel basics step-by-step. By the time you're done, you'll be using this vital Office 2010 tool like a pro.

To register, go to: ed2go.com/bunkerhill

**Medical Terminology:
A Word Association Approach**
(ONLINE COURSE)

\$99

This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes.

To register, go to: ed2go.com/bunkerhill

The Basic Tax Course: Federal Law (ONLINE COURSE) \$500

The Basic Tax Course is designed to provide students with the education and testing skills needed to pass federal and state examinations. It is suitable for beginner students who want to enter the tax preparation industry for the first time while offering more experienced tax professionals the opportunity to expand and build upon their existing knowledge. The course is composed of two parts. Part 1 covers wage and non-business income and deduction topics. Part 2 covers small business income and expense items as well as other more advanced 1040 topics likely to be included in the IRS examination.

To register, go to: www.collegetaxschool.com/bunker-hill

20 Ways to Earn Residual Income: Live Interactive Online Webinar BSN-205 \$20

Uncover more than 20 specific ways to earn consistent, dependable, ongoing and reliable income from stocks, bonds, mutual funds, mortgages and insurance, e-publishing, Internet, Webinars, opt-in marketing, home-based businesses and more. Before registering, please visit www.jamesfarnham.com to get an expanded course description and to ensure your computer is properly equipped.

OL	Saturday Online Webinar	9-11 a.m. February 8	J. Farnham
OL2	Saturday Online Webinar	9-11 a.m. March 29	J. Farnham
OL3	Saturday Online Webinar	9-11 a.m. April 19	J. Farnham
OL4	Saturday Online Webinar	9-11a.m. May 17	J. Farnham

How to Build a Fun and Profitable Home-Based Business: Live Interactive Online Webinar BSN-203 \$20

Learn skills and activities that lay out step by step what it takes to make more money and have more fun. This class is about your personal business activities: tangible things you can do and measurable activities to get new customers, increase visibility and increase your income. Before registering, please visit www.jamesfarnham.com to get an expanded course description and to ensure your computer is properly equipped.

OL	Saturday Online Webinar	Noon-2 p.m. February 8	J. Farnham
OL2	Saturday Online Webinar	Noon-2 p.m. March 29	J. Farnham



Live Interactive Online Webinar
Get it done! Financial Wellness page 11

OL3	Saturday Online Webinar	Noon-2 p.m. April 19	J. Farnham
OL4	Saturday Online Webinar	Noon-2 p.m. May 17	J. Farnham

Live Interactive Webinar: Get it done! Financial Wellness, Getting Out of Debt and Preparing for Your Family's Future TBA \$20

This is a nuts-and-bolts online course covering three specific areas: improving your current financial situation, debt management and financial preparation for the future. No fluff here... just meaty, hard-hitting strategies...techniques and things you can do now to improve your life! Before registering, please visit www.jamesfarnham.com to get an expanded course description and to ensure your computer is properly equipped. James Farnham, MBA, MS, has over 20 years experience in insurance and financial services.

OL	Saturday Online Webinar	3-5 p.m. February 8	J. Farnham
OL2	Saturday Online Webinar	3-5 p.m. March 29	J. Farnham
OL3	Saturday Online Webinar	3-5 p.m. April 19	J. Farnham
OL4	Saturday Online Webinar	3-5 p.m. May 17	J. Farnham

HAVE YOU FOUND THE CLASS YOU WANT TO TAKE?

REGISTER ONLINE, BY PHONE OR IN PERSON FOR NON-CREDIT COURSES.

Office of Community Education, H-Building.

Online: <http://www.bhcc.mass.edu/ce> • **Phone:** 617-228-2462

Monday-Friday, 8:30 a.m.-4 p.m.

Register by Fax. Fax the form on the inside back cover of this booklet and related documents with your credit card information to: 617-228-2080.

ONLINE COURSES AT BUNKER HILL COMMUNITY COLLEGE

NEW ONLINE COURSES

Bunker Hill Community College, in partnership with MindEdge, offers engaging and effective online courses and simulations. Our innovative self-paced training courses feature a narrative learning technique that includes videos, real-life scenarios, case studies, expert commentary on subject matter, simulations and learner assessment tools. This type of higher level eLearning helps you develop mastery of the course. Earn your 35 PDUs by taking our new PMP Exam Prep course. To register and view other project management courses and simulations, link to:

[HTTP://BHCC.MINDEDGEONLINE.COM/PARTNER/COURSES](http://bhcc.mindedgeonline.com/partner/courses)

PMP® Exam Prep Course **\$699**

This completely online and self-paced thirteen-module project management program builds successful project managers at all levels of the organization. It provides a comprehensive preparation for the PMP® certification exam including exam-taking tips, ten comprehensive module quizzes, and two full-length, 200-question practice exams covering the PMBOK® Guide areas of knowledge.

After completing this course, you'll be able to:

1. Understand how enterprise environmental factors and organizational process assets affect how projects can be managed.
2. Explain the five stages of a project life cycle and understand how these stages can overlap in time.
3. Understand how to create a project management plan with subsidiary plans for each of the knowledge areas and explain how progressive elaboration and integrated change management can keep these documents effective and relevant.

4. Understand the overlapping nature of project activities and practice project integration management to coordinate the various project management processes.
5. Understand how a project's various baselines (including scope, cost, schedule, quality, risk, procurement and others) are determined, planned for and managed.
6. Understand how to manage human resources effectively and communicate with all stakeholders.
7. Understand the key methods used to estimate project schedule and cost at the beginning of a project and to forecast cost and schedule variances at any time during the project.
8. Understand how the project management knowledge contained in the PMBOK® Guide can be used in practice.

Note: Receive 35 PDUs/contact hours to qualify to take the PMI Project Management Professional Exam®.

This course is self-paced and online.

You will have access to this course for 180 days.

Target Audience: This course is designed for adult learners interested in preparing to take the PMP® exam.

Level: Intermediate.

Prerequisites: Learners should have some experience in project management and will need to have access to the Project Management Institute's *A Guide to the Project Management Body of Knowledge*, Fourth Edition (PMBOK® Guide).

Estimated time to complete: 35-40 hours of online course work.

OTHER BUNKER HILL COMMUNITY COLLEGE / MINDEDGE ONLINE COURSES

[HTTP://BHCC.MINDEDGEONLINE.COM/PARTNER/COURSES](http://bhcc.mindedgeonline.com/partner/courses)

COURSE	CATEGORY	LEVEL	LENGTH	PDUs	PRICE
Agile Certified Practitioner Exam Prep	Agile	Intermediate	21 hrs	21	\$499
Introduction to Agile	Agile	Intro	10 hrs	10	\$249
Emotional Intelligence for Project Managers	Project Management	Intro	3 hrs	3	\$79
Ethics for Project Managers	Project Management	Intro	3 hrs	3P	\$79
Managing Real World Projects	Project Management	Intro	10 hrs	N/A	\$249
PMP® Exam Prep Course	Project Management	Intermediate	35-40 hrs	35	\$699
PMP 1-Introduction to Project Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 2-Project Processes and Project Integration Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 3-Project Scope Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 4-Project Time Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 5-Project Cost Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 6-Project Quality Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 7-Project Human Resource Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 8-Project Communications Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 9-Project Risk Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 10-Project Procurement Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 11- PMP Practice Exams and Exam Strategies	Project Management	Intermediate	3-5 hrs	N/A	\$99
Project Risk Management: PMI-RMP® Exam Prep	Project Management	Intermediate	30-35 hrs	30	\$599
Project Management for Information Technology	Project Management	Intermediate	25-28 hrs	25	\$499
Project Management Team Leadership	Project Management	Intermediate	18 hrs	18	\$359
Project Risk Management: PMI-RMP® Exam Prep	Project Management	Intermediate	30-35 hrs	30	\$599
4CShare Global Project Management Simulation	Simulation	Intermediate	10 hrs	10	\$359
Allerton Connector Highway Project Management Simulation	Simulation	Intermediate	10 hrs	10	\$359
HealthMax Software: Project Management Simulation	Simulation	Intermediate	10 hrs	10	\$359

ONLINE PROFESSIONAL CONTINUING EDUCATION (CE) AND LICENSURE COURSES

Whether you are looking to fulfill your Continuing Education (CE) requirements, renew your license or gain new career skills, our expansive e-learning and training content library offers you a single-source solution for meeting your training needs. Bunker Hill Community College, in partnership with 360training.com, is your best-in-class online solution. Choose from Insurance Pre-licensing, Financial Services CPE, Securities Exam Prep, Real Estate and Mortgage Broker, OSHA, Engineer CEs, Contractor Continuing Education, Safety, Healthcare Continuing Education, Food Safety and much more! Courses starting from \$25. For more information visit:

[HTTP://BHCC.360TRAINING.COM](http://bhcc.360training.com)

Insurance and Financial Services

- Certified Financial Planning CE
- Insurance CE
- Insurance Pre-license/Exam Prep
- Property and Casualty
- Life and Health
- Insurance Adjuster
- Securities and Futures Prep
- Firm Element (Securities CE)

Healthcare CE

- Cosmetology CE
- Dental CE
- Radiology CE
- Nursing CE
- Respiratory Tech CE

Food Safety

- Food Safety Manager
- Food Safety Manager (Spanish)
- Alcohol Seller Certification

Contractor Skills

- Electrician CE
- Engineering CE
- HVAC–A/C Boiler
- Industrial Maintenance
- Forklift Training
- Power Generation and Alternative Energy
- Industrial Instrumentation
- Machine Shop

Training Features

- National regulatory accreditation
- State-approved course curriculum
- All courses feature integrated audio, text, graphics, animation, quizzes and final assessments
- Learn at your pace
- Centralize tracking and reporting
- Completion certificates for State requirements

Occupational Health and Safety Skills

- OSHA
- HAZWOPER
- Miner Training
- AGC Construction P.M.
- Environmental Compliance
- ISO Training

Green Building

- Green Infrastructure Guidelines
- Mold Inspector Certification
- Indoor Air Quality Standard 62.1
- Alternative Energy Operation (Industrial)
- Sustainable Buildings
- Certified Environmental Specialist
- LEED Certification
- RCRA What the Law Requires
- The Clean Air Act
- The Clean Water Act

CONTINUING EDUCATION FOR TEACHERS (VESI) ONLINE

Bunker Hill Community College has partnered with Virtual Education Software to provide continuing education for teachers or parents online. These self-paced courses provide interactive instruction on strategies for working with children with special behavioral and learning needs and are easy to use from your computer. Each course instructor is available for professional or technical questions during “office hours” by e-mail or a toll-free phone number with a guaranteed 24-hour response time. Courses are offered with accredited Professional Development Points (PDPs) that all licensed educators must earn in Massachusetts. To select a course, please go to:



[HTTP://VIRTUALEDUC.COM/BHCC](http://virtualeduc.com/bhcc)

**All courses in this section
are 30 contact hours / = 30 PDPs \$199**

- Advanced Classroom Management:
Children as Change Agents
- Attention Deficit Disorder: Information & Interventions
for Effective Teaching
- Autism & Asperger's Disorder: Information &
Effective Intervention Strategies
- Child Abuse: Working with Abused
& Neglected Children
- Drugs & Alcohol in Schools:
Understanding Substance Use & Abuse
- Early Childhood: Family-Centered Services
- Educational Assessment: Assessing Student Learning
in the Classroom
- Ethics & Safety in Education:
Guidelines for Teachers & Administrators
- Harassment, Bullying & Cyber-Intimidation in Schools
- Inclusion: Working with Students with Special Needs in
General Education Classrooms
- Infant & Toddler Mental Health:
Issues & Information for Educators
- Reading & Writing in Content Area
- Reading Fundamentals #1: An Introduction to
Scientificallly-based Research

- Reading Fundamentals #2: Laying the Foundation for
Effective Reading Instruction
- Talented & Gifted: Working with High Achievers
- Teaching Diversity: Influences & Issues in the Classroom
- Teaching Elementary Math Conceptually:
A New Paradigm
- Traumatized Child: The Effects of Stress, Trauma
& Violence on Student Learning
- Violence in Schools: Identification, Prevention
& Intervention Strategies

**All courses in this section
are 45 contact hours / = 45 PDPs \$269**

- Behavior is Language:
Strategies for Managing Disruptive Behavior
- Early Childhood: Observation & Assessment
- Early Childhood: Program Planning
- Early Childhood: Typical & Atypical Development
- Learning Disabilities:
Practical Information for the Classroom Teacher
- Reading Fundamentals #3: The Elements of Effective
Reading Instruction & Assessment
- Try DI!: Planning & Preparing a Differentiated
Instruction Program
- Understanding Aggression: Coping with Aggressive
Behavior in the Classroom
- Why DI?: An Introduction to Differentiated Instruction

JOBS FOR THE NEW ECONOMY: GREEN ONLINE TRAINING + YOU = SUCCESS!

Bunker Hill Community College Office of Community Education, in partnership with Protrain Online, is your solution for Green/Renewable Energy training. Everyone's talking **GREEN**. Make it your business! Business and industry are doing their part to create healthy indoor and outdoor environments for everyone. These online courses will help you learn the skills you need to excel in the jobs for the new economy.

To learn more and to register for any and all of these courses, please go to:

[HTTP://BHCC.THEKNOWLEDGEBASE.ORG](http://bhcc.theknowledgebase.org) **GREEN/RENEWABLE ENERGY**

ENTRY LEVEL GREEN TRAINING

- Intro to Building Energy Efficiency
- Green Building Sales Professional
- Green Building Technical Professional
- Green Building for Contractors
- Green Building for Contractors Level 2
- Carbon Strategies
- Sustainability 101
- Green Purchasing Fundamentals
- Fundamentals of Mold Inspection
- CSR / Green Business Practices
- Green Building for Mortgage Professionals
- Green Building for Insurance Professionals
- Green Building for Real Estate Professionals
- Green Certified Home Inspector
- Green Certified Government Leader
- Green Germ Control Specialist
- Green Landscaping
- Green Cleaning Technician
- Waste Management Coordinator
- Sustainability Planning Specialist
- Green Building for Health Care Professionals

LEED CERTIFICATION

- LEED Green Associate
- LEED AP Operations + Maintenance (O+M)
- LEED 2009 Building Design and Construction BD+C
- LEED AP Interior Design + Construction
- Energy Efficient Design for Architects

INDOOR AIR QUALITY

- Certified Indoor Air Quality Manager (CIAQM)
- Certified Indoor Environmentalist (CIE)
- Certified Microbial Investigator (CMI)
- Indoor Air Quality–Fundamentals of ASHRAE Standard 62.1

ENERGY AUDITING/WEATHERIZATION

- Home Energy Analyst (HERS)
- Weatherization Energy Auditor (BPI)
- Weatherization Installer Shell Technician/Installer
- Home Energy Auditor
- Commercial Energy Auditor
- Code Training/New Construction Inspection
- Energy Auditing Software Training

RENEWABLE ENERGY TRAINING

- Fundamentals of Solar Hot Water Heating
- NABCEP Photovoltaic Entry Level Certification
- Photovoltaic System Design and Installation
- Wind Energy Technology
- Alternative Energy Operation

SUSTAINABILITY

- Green Supply Chain Training
- Certified Sustainability Professional
- Green Supply Chain Professional
- Senior Certified Sustainability Professional
- Certified Green Specialist
- Certified Green Designer
- Certified Sustainability Officer
- Fundamentals of Sustainable Buildings
- Certified Environmental Specialist

ENVIRONMENTAL TRAINING

- Water Treatment Operations Certificate (Standard)
- Water Treatment Operations Certificate (Complete)
- Wastewater Treatment Operations Certificate (Standard)
- Wastewater Treatment Operations Certificate (Complete)
- Solid Waste Operations Certificate

If you have questions regarding any of these classes, please contact us at:

Telephone 617-228-2462 • E-mail commed@bhcc.mass.edu • Fax 617-228-2080

Visit us on the web at <http://www.bhcc.mass.edu/ce>

Bunker Hill Community College

Enroll Today!



Discover why millions of students are making the switch to online learning. With online courses, you can study at your convenience in your preferred learning environment. Our courses and programs are highly engaging and relevant and our instructors are interactive and support you through the curriculum. Choose from our growing catalog of Instructor-Led Courses designed to teach you a new skill or refresh a current one or our Career Training Programs geared to place you into a new career in an in-demand field.

Online Courses

- **Instructor-Facilitated**
- **Online Discussion Areas**
- **24-Hour Access**
- **6 Weeks of Instruction**

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office. Any time of the day or night.

Features:

- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

Popular Courses:

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

Introduction to Microsoft Excel

Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Grammar Refresher

Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing.

Online Career Training Programs

- **One-On-One Instructor Assistance**
- **24-Hour Access**
- **All Materials and Books are Included!**

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace.

Features:

- Receive a certificate upon successful completion.
- Courses start anytime – begin when you wish.
- A typical program takes 3-6 months to complete. Extensions are available upon request.

Popular Programs:

Medical Billing and Coding – 240 hours

Prepare for a career as a medical billing and coding professional.

CompTIA™ A+ Certification Training – 150 hours

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2go's online program makes training convenient and interactive.

Six Sigma Black Belt – 200 hours

The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

Building Analyst Quick Start Program (BPI BA Certification) – 60 hours

This program will teach you about the principles of green buildings—from insulation to indoor air quality—as well as how to perform comprehensive building assessments.

Medical Transcription – 240 hours

Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

Travel Agent Training – 200 hours

Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotel, or as a home-based agent, and get started in a career in the travel industry.

www.ed2go.com/bunkerhill | www.gatlineducation.com/bhcc

MORE COURSES AVAILABLE AT EACH OF OUR WEBSITES

NON-CREDIT REGISTRATION FORM

Spring 2014

BHCC REGISTRATION FORM FOR NON-CREDIT COURSES

Register online, by phone or in person for non-credit courses

Office of Community Education, located at the H-Building.

Online:

<http://www.bhcc.mass.edu/ce>

Phone: 617-228-2462

Monday-Friday, 8:30 a.m.-4 p.m.

Have your credit card information ready when you call.

Register by Fax

Fax the form and related documents with your credit card information to: 617-228-2080.

Confirmation of your registration will be sent to you before classes begin. Students may register for non-credit courses throughout the semester.

Refund Policy:

Students may cancel enrollment in a Community Education course within two (2) working days prior to the first class meeting and receive a 100% refund. No refunds will be given after that time.

SOCIAL SECURITY NUMBER --
 DATE OF BIRTH --
 GENDER M F

STUDENT'S LAST NAME

STUDENT'S FIRST NAME

MAILING ADDRESS

CITY STATE ZIP

AREA CODE & HOME PHONE -- AREA CODE & WORK PHONE --

OPTIONAL:

ETHNICITY (CHOOSE ONE): Hispanic/Latino Non-Hispanic/Latino

RACE (PLEASE SELECT ONE OR MORE OF THE FOLLOWING):

- AI - American Indian/Alaskan Native AD - Black/African American AS - Asian
- NP - Native Hawaiian/Pacific Islander WH - White CV - Cape Verdean

CURRENT E-MAIL ADDRESS: _____
PLEASE PRINT CLEARLY

FOR COMMUNITY EDUCATION COURSES NOTE THE FOLLOWING:

- There is no residency requirement.
- No financial aid is available.
- You must pay in full upon registration.
- If there is a class you would like to take that is not featured, please contact us.

COURSE SELECTION (SAMPLE BELOW IN COLOR)			<small>PLEASE PRINT CLEARLY</small>
COURSE NUMBER	SECTION	COURSE TITLE	AMOUNT
SAMPLE			
WCE-473	W1	Real Estate Sales	\$350

METHOD OF PAYMENT

- Check Money Order
- VISA MASTERCARD
- DISCOVER AMERICAN EXPRESS

NAME _____

ACCOUNT NUMBER _____

EXPIRATION DATE _____

SIGNATURE _____

Students should register for non-credit online courses through BHCC's Office of Community Education.

SIGNATURE _____ DATE _____



imagine the possibilities

COMMUNITY EDUCATION

Charlestown Campus
H Building, Room H109
250 New Rutherford Avenue
Boston, Massachusetts 02129
Telephone: 617-228-2462
Fax 617-228-2080
www.bhcc.mass.edu/ce

**BHCC Community Education
offers hundreds of classes
in the following areas:**

Basic English as a Second Language
Languages and Culture
Test Preparation Courses
General Educational Development (GED) Preparation
Leadership, Career, Management and Non-Profit Courses
Fitness, Safety and Personal Enhancement
Spring 2013 Workshop Series
Computer Training and Classes
Health and Medical Related Programs
Online Professional and Personal Development
Online Courses

AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY

Bunker Hill Community College is an affirmative action/equal opportunity institution and does not discriminate on basis of race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). All inquiries concerning application of the above should be directed to Thomas L. Saltonstall, Director of Diversity and Inclusion, Affirmative Action Officer, and Coordinator of Title IX and Section 504, at 617-228-3311, 250 New Rutherford Avenue, Room E236F, Boston, MA 02129.

When a student or employee believes s/he has been discriminated against based on race, creed, religion, color, national origin, age, sex, gender identity, genetic information, maternity leave, sexual orientation or disability status, the College's Affirmative Action Plan provides an informal complaint process and a formal grievance process which may be accessed by any member of the College community. For more information, or for a copy of the plan and/or grievance procedure, contact Thomas L. Saltonstall, the College's Affirmative Action Officer at 617-228-3311.