

# Corporate and Community Education

Refine a skill, learn a hobby or launch a new career.  
Find the BHCC Community Education course that's right for you.



## **FALL HIGHLIGHTS**

Become a Certified Personal Trainer, p.5  
Standardized Test Preparation, p.2

## Bunker Hill Community College

### Corporate and Community Education

The Corporate and Community Education program, offered through the Division of Professional Studies and Workforce Development at Bunker Hill Community College, provides for-credit and non-credit courses—online or in person—for individuals or for corporate teams. Leveraging the College’s expertise and resources, the Corporate and Community Education program aims to create pathways that lead to both personal and professional opportunities for adult learners.

Courses are offered for all levels of experience, from Basic English as a Second Language (BESL) to Test of English as a Foreign Language (TEFL); from High School Equivalency Standardized Test (HiSET) to Project Management Professional (PMP) exam prep; and from basic computer skills to advanced website building. Whether you need to improve

your language skills to prepare for college or a career, stay current with the latest technology or want to explore something entirely new, Corporate and Community Education courses can help you achieve your personal and professional goals.

This catalog outlines a selection of our current course offerings available for registration today. You can also browse our full list of courses, including additional online options, online at [bhcc.edu/ce](http://bhcc.edu/ce). Still can’t find what you’re looking for? Let us know! We’re always looking for ways to expand our program.

Looking to set up a corporate training for your workplace? We can customize a training program for your organization in any of the areas covered in this catalog and more. See the box on page 11 about our Corporate Training programs or contact us for more information.

#### Corporate and Community Education

Division of Professional Studies and  
Workforce Development

Charlestown Campus H-Building,  
Room H109

Phone: 617-228-2462

Fax: 617-228-2080

Email: [commed@bhcc.mass.edu](mailto:commed@bhcc.mass.edu)

 [wdBHCC](https://www.facebook.com/wdBHCC)  [@WFD\\_BHCC](https://twitter.com/WFD_BHCC)

#### Register today!

1. Go to [bhcc.edu/ce](http://bhcc.edu/ce)
2. Click on the “Register Now” button.
3. Click on “Register and Pay” underneath “Registration.”
4. Continue by following instructions online.

Note: There is a 2% service fee for debit/credit payments. You can also register in person at the Division of Professional Studies and Workforce Development office.



## Table of Contents

Test Preparation . . . . .	2	Online Learning . . . . .	10
Arts and Careers . . . . .	3	Workforce Development Program Highlights . . .	10
English as a Second Language . . . . .	5	Corporate Training with BHCC . . . . .	11
Languages and Culture . . . . .	7	Additional Information . . . . .	inside back cover
Computer Training . . . . .	8		
The Early Childhood Development Institute . . . . .	9		

**TEST PREPARATION**

**Test of English as a Foreign Language (TOEFL®) Preparation TFL-101**

**\$235**

This course features up-to-date, realistic practice tests and cooperative learning strategies designed to familiarize students with the test format and develop test-taking strategies that improve their scores. A strong academic English background is recommended. The course curriculum is based on the TOEFL iBT® (internet-based test).

Total hours: 40

T1 T/Th 6–8:30 p.m.  
October 31–December 14, 2017 H170

**High School Equivalency Test (HiSET®, formerly GED®) Preparation GED-104A**

**\$235**

To prepare for the Massachusetts Department of Education’s HiSET, 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 (cost not included in course fee). There is also a separate fee for testing.

T1 T/Th 6–8:30 p.m.  
September 21–November 16, 2017 E451

S1 Sa 9 a.m.–1 p.m.  
September 30–December 9, 2017 E419

TBA restricted to Adult Basic Education only  
M/W 6–9 p.m.  
September 6–December 20, 2017 Chelsea

**HiSET® (formerly GED®) Preparation in Spanish Curso Preparatorio del HiSET en Español GED-104B**

**\$235**

El curso preparatorio del HiSET en español está diseñado para personas de habla hispana que desean realizar la prueba de equivalencia para la escuela superior. En este curso se hará un repaso de las cinco materias (Matemáticas, Estudios Sociales, Ciencias, Lectura y Escritura) y de las estrategias para tomar el examen HiSET. Los estudiantes en este curso también tomarán varias pruebas para practicar.

T1 Tu 6–9 p.m.  
October 3–December 12, 2017 H125

**Society for Human Resource Management (SHRM) Learning System®–Certified Professional (SHRM-CP™) and Senior Certified Professional (SHRM-SCP™) Certification Preparation BSN-124**

**\$1,200**

Designed by global subject matter experts, this course covers the entire SHRM Body of Competency and Knowledge™ (SHRM BoCK™) which encourages human resource professionals to acquire the competencies and knowledge they’ll need to perform their jobs effectively and be successful in their careers. Learn to retain study materials effectively and efficiently through a combination of expert instruction and peer discussion. Study materials including comprehensive learning modules in print and e-reader formats and advanced online resources are included in the course fee.

T1 Tu 6–9 p.m.  
September 12–November 28, 2017 K. Enright G140

S1 Sa 9 a.m.–3 p.m.  
10/7, 10/21, 11/4, 11/18, 12/2, 12/16 J. Fitzgerald G138



**SAT Preparation**

**SAT-101** **\$250**

Are you ready to take the new SAT? This affordable 5-week course will help you develop the skills necessary to maximize your score on the SAT so that you can gain admittance to the college of your choice. An experienced SAT instructor will help familiarize you with the test format and prepare you for the verbal, math and writing sections of the SAT. Diagnostic and practice tests, vocabulary review and anxiety-reducing test-taking strategies will leave you confident and ready to succeed.

SU Su 9:30–11:30 a.m. J. Tambio  
October 15–November 19, 2017 H147

**Test of Essential Academic Skills® (TEAS)  
Prep for Science and Grammar**

**TSG-101** **\$150**

This course focuses on the science component of the Assessment Testing Institute® (ATI) TEAS® exam. Life science, human body science, chemical and physical science, and general science will be covered. This course will also review English language use.

01 T 4–7 p.m. TBA  
September 5–October 10, 2017 H169

**Test of Essential Academic Skills® (TEAS)  
Prep for Math and Reading**

**TMR-101** **\$150**

This course focuses on the math and reading content of the Assessment Testing Institute® (ATI) TEAS® exam. Content includes ordering numbers, performing arithmetic operations with rational numbers, converting between decimals, fractions and percentages and solving equations

01 Th 4–7 p.m. TBA  
September 7–October 12, 2017 H169

**ARTS AND CAREERS**

**Ikebana–Japanese Floral Arrangement**

**CFT-375** **\$35**

Ikebana, the art of Japanese flower arrangement, is a 500 year old contemplative art form that considers nature and space and incorporates traditional Japanese philosophy and symbolism. In these six workshops, you can create authentic Ikebana arrangements based on the beginners course curriculum of Japan’s Ohara School of Ikebana. You will be provided with a container and a pin frog. A (reusable) for use in class; a reusable container and pin frog will be available for purchase (\$18 cash) if you would like to bring your creation home at the end of the workshop. Bring a friend or come alone. Enjoy one or all four weeks of this new hands-on workshop series.

Registration closes 24 hours before the class begins.

	Th	6–8 p.m.	R. Bowers
T1	October 12, 2017		
T2	October 27, 2017		
T3	November 16, 2017		
T4	December 15, 2017		



## Arts and Careers

### Basic Life Support (BLS) for Healthcare Providers

**FSR-108** **\$67**

This one-day course presents the American Heart Association BLS for Healthcare Providers CPR and Automated External Defibrillator (AED) program. Learn the skills needed to respond to adults, children and infants experiencing cardiac emergencies and choking, including one- and two-person CPR, use of a mask for ventilation and AED. Program includes both skill tests and written test; written test requires students to read English at approximately the tenth grade level. Students who successfully complete the program will receive a two-year certification card. Required textbook is not included in the course fee.

S1	Sa	9 a.m.–1 p.m.	
		October 14, 2017	H130
S2	Sa	9 a.m.–1 p.m.	
		December 9, 2017	H130

### Creating Your Success™

**SLF-475** **\$99**

The purpose of this workshop is to help you to identify your personal goals, and to learn how to achieve them step by step. This class will inspire you to find and to go after the things that will bring you a happier, more rewarding life.

F1	F	7–9 p.m.	R. Torres
		October 6, 13, 20, 2017	H120

### Digital Media Storytelling

**FSR-113A** **\$175**

Do you have a story to tell? In this workshop you will learn development, post-production and delivery techniques to help you capture and enhance your stories. You'll learn to generate research and develop a good idea, introduce narrative development and storytelling and learn editing technology skills.

W1	W	6–8:30 p.m.	M. Chan
		April 5–May 10, 2017	E169

### Basic Photography

**FSR-121** **\$175**

Learn to use and interpret your camera's light meter, White Balance, as well as manipulate shutter speed, f-stops, focal length and depth of field. Discover the many types of lenses and filters and their uses and effects. We will discuss how to integrate exposure, focus and depth of field with the elements of composition. The menu functions of digital cameras will also be explored. Please bring your film or digital camera to class.

01	F	2–4 p.m.	R. Melendez
		September 22–October 20, 2017	B133

### Flash Photography

**FSR-123** **\$100**

The flash is a wonderful photographic tool. Direct flash, fill flash, slow sync flash, bounce flash and front and rear curtain sync are flash modes we'll explore. Through lecture and demonstration, you'll observe the play of lights, darks, highlights, and shadows that make images vibrant and dynamic.

01	F	2–4 p.m.	R. Melendez
		October 27–November 10, 2017	B133

### Pre-License Real Estate Sales

**WCE-473** **\$350**

This 40-hour class prepares participants to take the Massachusetts Real Estate Salesperson's Examination. Students who successfully complete this class will receive the certification required to sit for the examination. Attendance at every class is required. The class meets in H-Building.

M1	M/W	6–9 p.m.	D. Ceruolo
		October 16–December 4, 2017	H156

### Bartending

**WCE-301** **\$195**

This class will present the basic principles of bar organization and equipment. Students will learn to serve drinks and cocktails properly as well as to prepare frozen drinks and non-alcoholic beverages using state-of-the-art equipment. All class sessions will be conducted in a simulated bar environment. Each student will receive a certificate upon completing the course.

SU	Su	1–4 p.m.	K. Hanley
		October 15–November 19, 2017	E421

### ServSafe Food Safety Training

**SLF-101** **\$135**

Recognized by more federal, state, and local jurisdictions than any other food safety certification, the ServSafe Food Protection Manager Certification Exam is accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP).

01	M	6–9 p.m.	
		October 30–November 6, 2017	Chelsea
02	M	6–9 p.m.	
		November 13–20, 2017	Chelsea
03	M	6–9 p.m.	
		November 27–December 4, 2017	Chelsea





**NEW Certified Personal Trainer Course with Test Voucher Included**  
**WCE-117** **\$749**

(Textbook not included)

Become a nationally Certified Personal Trainer! This challenging course is for candidates wanting LIVE instruction with in-depth, hands-on practical lab to master the essential career skills and knowledge. The course consists of 16 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment and 16 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. Plus, you can get hands-on experience through an optional employer internship.

W.I.T.S. (World Instructor Training School), an approved CEU provider for the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), the International Association of Continuing Education and Training (IACET) and the American Council on Education (ACE), has recommended 3 undergraduate academic credits for this course.

S1 Sa 9 a.m. – 2 p.m.  
 September 30 – December 2, 2017

**ENGLISH AS A SECOND LANGUAGE**

**Basic English as a Second Language (BESL)**

These BESL offerings are non-credit courses intended for students with limited knowledge of the English language who wish to advance to Academic ESL courses. Classes prepare English learners for college classes, the board room or life in the community. If your goal is to earn a certificate or degree at Bunker Hill Community College, advance at work or just start to improve your English skills, the Basic ESL program is for you. Before registering, students must first take a placement test in the Assessment Center, Room B118.

September 9, 2017 – December 22, 2017.

**Basic Speak/Listen and Read/Write**

**BLL-001** **\$375**

This introductory course is for non-native speakers who want to begin learning English.

M1	M/W	6–7:50 p.m.	H-Building
S1	Sa	8:15–11:55 a.m.	H-Building
S2	Sa	12–3:40 p.m.	H-Building
T1	T/Th	6–7:50 p.m.	H-Building

**Speak/Listen and Read/Write Level I**

**BSL-001** **\$375**

This Level 1 class provides the foundation for the four primary skills of reading, writing, speaking and listening. Related skills such as vocabulary, spelling, pronunciation, meaning and usage will also be covered.

01	T/Th	8–9:50 a.m.	H-Building
02	F	8–11:40 a.m.	H-Building
03	M/W	11 a.m.–12:50 p.m.	H-Building
H1	Th	6–9:40 p.m.	Chelsea
M1	M/W	6–7:50 p.m.	H-Building
S1	Sa	8:15–11:55 a.m.	H-Building
SU	Su	12–3:40 p.m.	H-Building
TBA	M	5:30–9:30 p.m.	Chelsea

**Speak/Listen and Read/Write Level II**

**BSL-002** **\$375**

This Level 2 class will offer an integrated-skills approach to learning English. Students will read longer articles, discuss them in groups, answer comprehension questions and write paragraphs and short essays as well as practice listening and speaking skills.

01	M/W	8–9:50 a.m.	H-Building
02	M/W	10 a.m.–11:50 a.m.	H-Building
03	T/Th	11 a.m.–12:50 p.m.	H-Building
04	F	8–11:40 a.m.	H-Building
H1	Th	6–9:45 p.m.	H-Building
M1	M/W	6–7:50 p.m.	H-Building
S1	Sa	12–3:40 p.m.	H-Building
S2	Sa	8:15–11:55 a.m.	H-Building
SU	Su	8–11:40 a.m.	H-Building
T1	T	6–9:40 p.m.	H-Building
T2	T/Th	6–7:50 p.m.	H-Building



## Speak/Listen and Read/Write Level III BSL-003

**\$375**

This Level 3 class offers an integrated-skills approach to learning English. Students will read longer articles and make short presentations. They will further develop their English language proficiency in grammar and vocabulary through reading, writing and discussion in the context of varying themes.

01	M/W	7:15–8:55 a.m.	H-Building
02	T/Th	8–9:50 a.m.	H-Building
03	F	11:30–3:00 p.m.	H-Building
05	M/W	11 a.m.–12:50 p.m.	H-Building
M1	M/W	6–7:50 p.m.	H-Building
S1	Sa	8:15–11:55 a.m.	H-Building
S2	Sa	12–3:40 p.m.	H-Building
SU	Su	12–3:40 p.m.	H-Building
T1	T/Th	6–7:50 p.m.	H-Building
T2	T	6–9:40 p.m.	H-Building

## Speak/Listen and Read/Write Level IV (not required for entrance into Academic ESL)

**BSL-004** **\$375**

In BSL-004, students will continue developing the primary skills they learned in BSL-001 through BSL-003. We'll strengthen writing skills using techniques such as writing multiple drafts, revising, editing and proofreading. The course will prepare students to deliver oral presentations to large groups using visual aids, secondary sources and level-appropriate vocabulary. Students will read articles, hold in-class discussions and debates, work in groups and write reflections in order to interact naturally in English. This class offers considerable practice with pronunciation and accent modification.

01	M/W	3–4:50p.m.	H-Building
S1	Sa	12–3:40 p.m.	H-Building

## Intensive English Classes EMC-003, EMC-005

Quickly improve your English skills with these Intensive English classes. Class time is spent learning and practicing English skills, from listening and speaking to reading, writing and grammar. These classes offer 20 hours of classroom time per week. You can select as few or as many weeks of English language study as you need, up to a maximum of six weeks. If you want to progress to higher levels, you must sign up for the full six-week course.

To enroll, you must first take a placement test to determine which class would be best for you. Please call 617-228-2157 or 617-228-2462 to schedule your test. For Fall 2017, we are offering Beginner–High (EMC-003) and Intermediate–Medium Intensive English (EMC-005) only.

T/W/Th/F 3–9 p.m.  
October 10–November 21, 2017

# of Weeks Purchased	# of Hours of Instruction	Price
1 week	20 hours	<b>\$149</b>
2 weeks	40 hours	<b>\$289</b>
3 weeks	60 hours	<b>\$439</b>
4 weeks	80 hours	<b>\$579</b>
5 weeks	100 hours	<b>\$719</b>
6 weeks	120 hours	<b>\$859</b>



**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 T 6–9 p.m.  
September 19–October 24, 2017 H168  
TBA W 6–9 p.m.  
September 13–October 18, 2017 Chelsea

**Beginning Spanish II  
LNG-404**

**\$129**

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

T1 T 6–9 p.m.  
November 14–December 12, 2017 H168  
TBA W 6–9 p.m.  
October 29–November 2, 2017 Chelsea

**Beginning Portuguese I  
LNG-402 \$140**

This eight-session course is designed for students with little or no background in the Brazilian Portuguese language. It focuses on the acquisition of basic listening, speaking, reading and writing skills within a Brazilian cultural framework. The required textbook is not included in the course fee.

W1 W 6–9 p.m.  
September 20–October 25, 2017 H149

**“Learning to Live Your American Dream”  
Au Pair Weekend Program (For Au Pairs Only)  
APU-554–APU-557 \$295**

This program provides a unique and exciting opportunity for au pairs working in the U.S. to gain the most from their American experience. This affordable and customizable program can satisfy the U.S. Department of State au pair educational requirement.

**Class A - American Dreams:  
You and Your Community**

Identify personal learning goals for your international experience while you interact directly in American life by participating in community-based learning experiences in Boston.

**Class B - American Dreams:  
USA and Boston in a Nutshell**

Learn more about the cultures of your classmates as they compare to those in the U.S. Gain in-depth knowledge of U.S. customs, rituals, celebrations and important holidays while also learning about exciting events in U.S. history, many of which took place in Boston.

01, 02 F 1:30–9:30 p.m.  
Sa 10 a.m.–4 p.m.  
Su 10 a.m.–4 p.m.

Course #	Dates	Room
APU-554 (Class A)	Friday, Sept. 22– Sunday, Sept. 24	C202
APU-555-01 (Class A)	Friday, Sept. 22– Sunday, Sept. 24	E175
APU-556 (Class B) and APU-557-01 (Class B)	Friday, Dec. 1– Sunday, Dec. 3	C202
APU-557-02 (Class B)	Friday, Dec. 1– Sunday, Dec. 3	2 G classrooms
APU-555-02 (Class B)	Friday, Dec. 1– Sunday, Dec. 3	E175

For more details, schedules and to register, please visit [bhcc.edu/ce/aupairweekendprogram](http://bhcc.edu/ce/aupairweekendprogram)



# Computer Training

## COMPUTER TRAINING

### Introduction to Personal Computers

**CPT-201** **\$112**

Designed for the beginner, this hands-on course will introduce students to personal computers. Microsoft Windows, Word, Excel and Access will be covered. Students will also be introduced to the process of naming, saving, retrieving, printing and managing files. Please bring a flash drive to the first meeting.

M1 M 6–9 p.m.  
September 18–October 30, 2017 D117

TBA M 6–9 p.m.  
September 11–October 23, 2017 Chelsea

### Microsoft Excel 2013

**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.

Prerequisite: Familiarity with computers

T1 T 6–9 p.m.  
September 12–October 17, 2017 D121A

### Advanced Microsoft Excel 2013

**CPT-204B** **\$112**

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

Prerequisite: Microsoft Excel (CPT-204)

T1 T 6–9 p.m.  
October 31–December 12, 2017 D121A

### Microsoft Word 2013

**CPT-203** **\$112**

This class introduces students to the basics of Microsoft Word. Participants will create and edit business and personal documents, letterhead, résumés, labels and flyers. They will also learn to use the internet to access information and find clip-art, which they will incorporate into documents and flyers. Please bring a flash drive to each class.

M1 M 6–9 p.m.  
November 6–December 11, 2017 D117

### Social Media Marketing Workshop Series

**CPT-315** **\$215**

Get better results from your social media marketing efforts and deepen your knowledge of online business development and relationship marketing. We will dive into social media strategies for Facebook, Twitter, Instagram, YouTube, LinkedIn, Google+ and Yelp. These skills can be applied immediately in the workplace or to market a small business.

W1 W 6:30–8:30 p.m. F. Cannon  
September 27–December 06, 2017 D117

### Introduction to Web Design

**CPT-300** **\$170.00**

Want to create your own website? Learn how to code HTML to define and describe the contents of webpages, add graphics and videos, design forms and create tables.

F1 F 6–9 p.m.  
September 22–November 3, 2017





**THE EARLY CHILDHOOD DEVELOPMENT INSTITUTE (ECI)**

**Skill development for early childhood professionals**

The Early Childhood Development Institute offers both credit and non-credit courses for those working in early care and education programs. These courses provide knowledge and skill development beyond the introductory course level. This allows staff to broaden their knowledge and understanding, and promotes a higher quality of care for children and families in the Greater Boston area.

**What/How of Emergent Curriculum and the Project Approach of ECE**  
**ECI-311** **\$110**

Emergent curriculum and the project approach go beyond the traditional method of planning program activities and curricula for young children in the classroom. Using the latest research to incorporate children’s interests into program curriculum, this module examines the methods of emergent curriculum. Students will receive 15 hours of EEC Professional Development training, equivalent to 1.5 CEUs. Prerequisite: Grade of C or better in ECE-103 or equivalent. Recommended: ECE-104.

S1 Sa/Su 9 a.m.- 3:45 p.m. M. Geisser  
 September 23–24, 2017 B114

**Project Planning Emergent**  
**ECI-312** **\$110**

Determining children’s interests requires observation and reflection. Teachers must be attentive to what is happening around children and what excites them, frightens them and piques their curiosity. Where to begin the project approach is all about the skills of observing the children in the classroom. Students will receive 15 hours of EEC Professional Development training, equivalent to 1.5 CEUs. Prerequisite: Grade of C or better in ECE-103 or equivalent. Recommended: ECE-104.

S1 Sa/Su 9 a.m.- 3:45 p.m. M. Geisser  
 October 21–22, 2017 B114

**Project Planning—Pushing Beyond Beginnings**  
**ECI-313** **\$110**

Considering how long a project should last is tricky. How to keep the children interested and how to end the project are also essential ingredients of a successful project. How does a classroom “document” the learning that children have obtained? Prerequisite: Grade of C or better in ECE 103 or equivalent. Recommended: ECE 104 prior to enrolling in course. Students will receive 15 hours of EEC Professional Development training equivalent to 1.5 CEUs.

S1 Sa/Su 9 a.m.- 3:45 p.m.. M. Geisser  
 December 2–3, 2017 B114

## Online Learning through BHCC's Content Partners

Professional Development and Job Training Programs



### ed2go ONLINE LEARNING

[ed2go.com/bunkerhill](http://ed2go.com/bunkerhill)

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, interactive and relevant. Our instructors support you throughout the curriculum. Choose from our growing catalog of instructor-led courses designed to teach you a new skill or refresh a current one. Our Career Training Programs are designed to prepare you for a new career in an in-demand field.

- Instructor-Facilitated
- Take Convenient — Take classes from the comfort of your own home.
- Accessible — 24/7/365 Access
- Engaging — Online Discussion Areas
- Project-oriented — Courses include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

The following course descriptions are a sampling of our more popular online offerings. For more information and to register, please visit: [ed2go.com/bunkerhill](http://ed2go.com/bunkerhill)

### ONLINE COURSES IN SIX WEEKS

#### Accounting Fundamentals \$115

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

#### Medical Terminology—A Word Association Approach \$115

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

#### Project Management Fundamentals \$115

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

#### Creating Web Pages \$115

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

#### Speed Spanish \$115

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

#### Beginning Writer's Workshop \$115

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

#### Human Anatomy and Physiology \$115

Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry and significant events in the life span, from fertilization through old age.

#### Creating WordPress Websites \$115

Discover how to easily create blogs and websites with the popular, free WordPress.com platform.

#### Explore a Career in Medical Coding \$115

Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment or surgical procedure.

#### Introduction to CSS3 and HTML5 \$115

Learn to create state-of-the-art websites using modern CSS3 and HTML5 techniques.

### WORKFORCE DEVELOPMENT HIGHLIGHT – ACADEMIC PATHWAY

#### The Gas Utility Technology Degree Option Program (GUT)

The Gas Utility Technology Degree Option Program (GUT) helps produce qualified individuals to replace aging baby boomers



scheduled to retire from the utility industry. The 62-credit, two-year program includes paid winter intersession work experience, an eight-week paid summer internship and proctored testing by the Northeast Gas Association. Upon successful completion of this degree option, students will receive a Gas Utility Technology Degree Option Program associate in science degree and have the experience and qualifications required for a career in gas utility construction. Graduates can opt to work at Feeney Brothers.

For more information, visit [bhcc.edu/gasutility](http://bhcc.edu/gasutility)

**Keys to Effective Communication** \$115

Learn to build rapport, trust, warmth and respect through conversation.

**Effective Business Writing** \$115

Learn how to develop powerful written documents that draw readers in and keep them motivated to continue to the end

**Explore a Career as an Administrative Medical Assistant** \$115

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding.

**Intro to C# Programming** \$115

Learn the fundamentals of computer programming with the new C# programming language.

**Leadership** \$115

Gain the respect and admiration of others, exert more control over your destiny and enjoy success in your professional and personal life.

**Creating Mobile Apps with HTML5** \$115

Learn to use HTML5, CSS3, JavaScript, jQuery and Web APIs to create cross-platform mobile apps and mashups.

**Introduction to Flash CS6** \$115

Learn the fundamentals of using Adobe Flash CS6 to create engaging web pages, mobile apps, Flash movies, animation, graphics and interactive applications.

**WORKFORCE DEVELOPMENT HIGHLIGHT – CORPORATE TRAINING**

**The Employee Career Initiative Program @ BIDMC**

The Employee Career Initiative program has been offered since 2007 to support employee advancement in the healthcare professions and to help fill critical healthcare jobs. Now in its tenth year, Workforce Development offers English and Science courses on-site to promising students/employees. The courses are prerequisites for many of BHCC's healthcare

programs and give students a solid foundation on which to continue their education.

For more information, visit [bhcc.edu/corporatetraining](http://bhcc.edu/corporatetraining)



Beth Israel Deaconess Medical Center

**Creating jQuery Mobile Websites with Dreamweaver** \$115

Learn how to build mobile-friendly websites for devices such as smartphones and tablets using Dreamweaver and jQuery Mobile.

**IN-DEMAND CAREER TRAINING ONLINE PROGRAMS**

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.

**CBCS Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology** \$2,695

This nationally recognized program combines the Administrative Medical Specialist program with training in medical billing and coding and medical terminology to give you a competitive edge in the healthcare field.

**CBCS Medical Billing and Coding + Medical Terminology** \$1,995

This comprehensive program will provide you with all of the information you need to earn a certificate in medical billing and coding.

**CPC Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology** \$3,195

This program will provide a foundation of medical vocabulary to help you better understand doctors' notes and the contents of medical records.

**Certified Electronic Health Records Specialist (exam cost included)** \$1,795

Learn how to implement and utilize electronic health records and become a Certified Electronic Health Records Specialist.

**CompTIA™ Healthcare IT Technician** \$1,695

Using the CompTIA™ Healthcare IT Technician (HIT-001) exam objectives as a framework, the CompTIA™ Healthcare IT Technician course teaches the fundamentals of healthcare IT (HIT).

**ICD-10 Medical Coding** \$1,795

Prepare for the future of medical coding by mastering the steps for using the ICD-10-CM and ICD-10-PCS to code medical diagnoses and procedures.

**WORKFORCE DEVELOPMENT HIGHLIGHT – ADULT BASIC EDUCATION**

**The Transitions to College Program**

The Transitions to College program is designed for students who have completed their classes at an adult literacy program and want to transition to college. The eligibility requirements for the program are: enrollment in a Department of Elementary and Secondary Education grant funded adult learning program; completed High

School Equivalency Assessment classes; High School Equivalency or a high school diploma from a foreign country; completed ESOL classes and sufficient English language proficiency to take pre-college level classes.

For more information, visit [bhcc.edu/abe](http://bhcc.edu/abe)

## Online Learning

### ed2Go Sample Courses

#### Cisco® CCNA® Certification Training **\$2,895**

The Cisco CCNA Online Training Program will give you the essential knowledge to install, configure, operate and troubleshoot medium-size routed and switched networks, while preparing you for the 100-101 ICND1 and 200-101 ICND2 Cisco exams or the single 200-120 CCNA exam.

#### Systems Security Certified Practitioner (SSCP) Training **\$1,995**

The Systems Security Certified Practitioner Training program is an ideal course for individuals interested in advancing their knowledge of information and systems security.

#### CompTIA™ A+ Certification Training **\$1,695**

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.

#### CompTIA™ Network+ Certification Training **\$3,495**

A CompTIA™ Network+ Certification is a widely recognized and respected credential within the information technology industry. With this certification, you can demonstrate that you have the knowledge and skillset to take on a critical role in data networking.

#### CompTIA™ Security+ Certification Training **\$3,495**

Careers in network security are steadily growing, making this certification training ideal for those looking to enter the security sector

### WORKFORCE DEVELOPMENT HIGHLIGHT – ENTREPRENEURSHIP

#### Entrepreneurship Workshops

Supplier Diversity Office (SDO) Pre-certification Workshops are designed for business owners applying for SDO certification.



Any business owner who wants to be certified as a Minority, Woman and/or Disadvantaged Business Enterprise must attend a SDO Pre-certification Workshop. BHCC's Center for Entrepreneurship is teaming up with the SDO to offer these FREE two-hour workshops on campus.

For more information, visit [bhcc.edu/entrepreneurship](http://bhcc.edu/entrepreneurship)

of information technology, with a respected CompTIA™ certification.

#### CompTIA™ A+, Network+, Security+ Certification Training (with vouchers) **\$3,995**

CompTIA™ Certification Training, A+, Network+, Security+ provides a comprehensive foundation for IT professionals, incorporating CompTIA™ A+, CompTIA™ Network+ and CompTIA™ Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

#### CompTIA™ Cloud+ Certification Training **\$1,695**

Cloud computing is how technology is managed today, and ed2go's CompTIA™ Cloud+ certification training course teaches key skills while preparing students for the Cloud+ industry credential.

#### Mobile and Desktop Web Developer **\$2,995**

Students who successfully complete

this career course will have developed a solid background in all of the latest technologies associated with web development for both desktop and mobile environments.

#### Technical Writing **\$1,795**

In this program you'll learn research methods, as well as style, drafting and revision techniques; consider your audience; learn how to work in a collaborative environment; and more.

#### Six Sigma Black Belt **\$1,695**

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.

#### Human Resources Professional **\$1,795**

Master the skills you need to gain an entry-level position in human resources, and prepare to take the Professional in Human Resources (PHR) certification exam.

#### Professional Bookkeeping with QuickBooks 2015, (software included) **\$1,995**

This program teaches students how to master professional bookkeeping using QuickBooks 2015 software.

#### Video Game Design and Development **\$1,995**

Using a comprehensive and analytical approach to game engine architectures, this program teaches you how to effectively design and develop games.

### WORKFORCE DEVELOPMENT HIGHLIGHT – COMMUNITY EDUCATION

#### Communities of Intercultural Learning (COIL)

International and U.S. student groups can participate in a short-term study tour at Bunker Hill Community College to learn, discover and have fun in Boston. Students stay with homestay hosts to discover what life in America is like. They learn about topics that include, but are not limited to, U.S. culture, U.S.

history, English, macroeconomics and entrepreneurship. Learning continues through field trips and visits to popular tourist destinations in the city. Throughout their experience, students have fun!

For more information, visit [bhcc.edu/coilboston](http://bhcc.edu/coilboston)

**ONLINE PROFESSIONAL DEVELOPMENT BUNDLES**

**QuickBooks 2016 Series \$199**  
Master the fundamentals and more advanced functions of QuickBooks 2016. Create statements, use batch invoicing and manage journal entries.

**Microsoft Excel 2016 Series \$324**  
Learn to use basic, intermediate and advanced features of MS Excel 2016.

**Microsoft Office 2016 Value Suite \$324**  
Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016 and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.

**SQL Series \$174**  
SQL is one of the most requested skills from today's data-driven employers. Learn the coding language in these easy to follow online courses.

**Java Programming Series \$174**  
If you want to learn computer programming, but don't have any prior experience, you'll enjoy a tour of Java, one of the most widely used computer languages in the world.

**WORKFORCE DEVELOPMENT HIGHLIGHT – LANGUAGE INSTITUTE**

**Basic English as a Second Language**

This basic literacy course is for non-native speakers of English who want to improve their conversation, pronunciation, reading and writing skills. Students practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with group exercises and activities. Students learn grammar, basic writing skills and reading skills that include letter and word recognition, spelling and reading comprehension. Students also receive information about programs at the college including career and degree programs.

For more information, visit [bhcc.edu/besl](http://bhcc.edu/besl)

**Educator's Fundamentals Series \$261**  
Whether you're a new teacher or a seasoned veteran, these fundamental courses will help you gain control of your classroom and more effectively teach all types of learners.

**Grant Writing Suite \$261**  
Learn everything you need to know to start writing grant proposals and consult or volunteer for non-profit public foundations.

**Web Design Value Suite \$261**  
Create your own webpages and websites after learning everything

from web design layout to CSS3/HTML5 and Javascript.

**Microsoft Access 2016 Series \$174**  
Learn how to organize, edit, manage and report data using Microsoft Access 2016.

**Medical Spanish Series \$174**  
Communicate more effectively with Spanish-speaking patients after taking this discounted series of courses that teach Spanish for medical professionals.



## Online Learning

### MindEdge Sample Courses

## MindEdge ONLINE COURSES

[bhcc.mindedgeonline.com/partner/courses](http://bhcc.mindedgeonline.com/partner/courses)

Bunker Hill Community College, in partnership with MindEdge, offers engaging and effective online courses and simulations. These 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.

The following course descriptions are a sampling of our most popular online offerings. For more information and to register, visit:

[bhcc.mindedgeonline.com/partner/courses](http://bhcc.mindedgeonline.com/partner/courses)

### **Certificate in Business Communications** **\$299**

Because corporate management and stakeholders can't support your ideas – or recognize you for them — without first understanding what they are, communicating clearly and concisely in written and oral formats is critical to your professional success. 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 certificate offers instruction in 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 email appropriately in an organizational setting and revising for wordiness, unnecessary phrases, redundancy and jargon.

Each of these self-paced online courses offers an assortment of interactive exercises, selected readings and self-assessments that

will engage you and help you practice effective business communication. Upon successful completion, you can download and print a certificate of completion for this online course suite.

### **Certificate in Entrepreneurship** **\$599**

This online certificate program introduces key issues in entrepreneurship for those looking to start a business. 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 these questions and others that are essential to the success of their businesses. This certificate program comprises 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; usually within 24 hours. Upon successful completion, you can download and print a certificate of completion that lists CEU credits earned. Individual entrepreneurship courses are also available.

**Certificate in Nonprofit Management \$699**

This online certificate program introduces learners to key 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

addressed. Video commentary on these crucial topics will show how nonprofit professionals apply key concepts in their organizations.

The 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 making effective decisions 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; usually within 24 hours. This course is designed for individuals seeking career opportunities in private or public nonprofits, as well as those already working in nonprofits

who want to enhance and improve their leadership skills. Upon successful completion you can download and print a certificate of completion that lists the CFRE and CEU credits earned for this online course suite. Individual nonprofit courses are also available.

**Project Management: PMP® Exam Prep Course \$699**

This online and self-paced 13-module project management program builds successful project managers at all levels of an 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.

**[bhcc.mindedgeonline.com/partner/courses](http://bhcc.mindedgeonline.com/partner/courses)**

COURSE	CATEGORY	LEVEL	LENGTH	PDU's	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.	3	\$79
Managing Real World Projects	Project Management	Intro	10 hrs.	10	\$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 Mgmt.	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–Project Stakeholder Management	Project Management	Intermediate	3.5 hrs.	3.5	\$79
PMP 12–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
Health Ax Software: Project Management Simulation	Simulation	Intermediate	10 hrs.	10	\$359

# Online Learning

## VESI Online Sample Courses

### VESI ONLINE: CONTINUING EDUCATION FOR TEACHERS

#### [virtualeduc.com/bhcc](http://virtualeduc.com/bhcc)

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. They are easy to use from your computer. Each course instructor is available for professional or technical questions during "office hours" by email or via 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 in Massachusetts must earn.

Following is a listing of our offerings. For course descriptions, more information and to register,

go to: [virtualeduc.com/bhcc](http://virtualeduc.com/bhcc)



#### **30 CONTACT HOURS**

**30 PDPs**

**\$209**

Advanced Classroom Management: Children as Change Agents

Attention Deficit Disorder: Information and Interventions for Effective Teaching

Autism and Asperger's Disorder: Information and Effective Intervention Strategies

Child Abuse: Working with Abused and Neglected Children

Drugs and Alcohol in Schools: Understanding Substance Use and Abuse

Early Childhood: Family-Centered Services

Educational Assessment: Assessing Student Learning in the Classroom

Harassment, Bullying and Cyber-intimidation in Schools

Inclusion: Working with Students with Special Needs in General Education Classrooms

Infant and Toddler Mental Health: Issues and Information for Educators

Reading and Writing in Content Area

Reading Fundamentals #1: An Introduction to Scientifically-based Research

Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction

Talented and Gifted: Working with High Achievers

Teaching Diversity: Influences and Issues in the Classroom

Teaching Elementary Math Conceptually: A New Paradigm

Traumatized Child: The Effects of Stress, Trauma and Violence on Student Learning

Violence in Schools: Identification, Prevention and Intervention Strategies

#### **45 CONTACT HOURS**

**45 PDPs**

**\$279**

Behavior is Language: Strategies for Managing Disruptive Behavior

Early Childhood: Observation and Assessment

Early Childhood: Program Planning

Early Childhood: Typical and Atypical Development

Learning Disabilities: Practical Information for the Classroom Teacher

Reading Fundamentals #3: The Elements of Effective Reading Instruction and Assessment

Try DI!: Planning and Preparing a Differentiated Instruction Program

Understanding Aggression: Coping with Aggressive Behavior in the Classroom

Why DI?: An Introduction to Differentiated Instruction



### **Parking Permits**

Students enrolled in short-term (5 weeks or fewer) non-credit courses are not required to purchase a parking permit, but they must request a temporary parking permit. Individuals registering by mail, phone or fax should request the temporary permit prior to the first class meeting by emailing the Office of Community Education at [commed@bhcc.mass.edu](mailto: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.

### **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 full refund. No refunds will be given after that time.

All Bunker Hill Community College students are now eligible for a BHCC OneCard from Higher One. The cards serve as official BHCC Student ID Cards. The BHCC OneCard is the only means of obtaining refunds for students not paying by credit card.

Students who wish to obtain a BHCC OneCard for refunds or for identification purposes must have their photograph taken in the Library. For further assistance with OneCard on the Bunker Hill Community College campus, please call the Library at 617-228-2213.

In order to receive a refund, students must first activate their BHCC OneCard from Higher One ([bhcconecard.com](http://bhcconecard.com)). For assistance, please call 877-479-1731.

If a student has paid by credit card, refunds will automatically be credited to the same credit card.



imagine the possibilities

**Corporate and Community Education Program** Division of Professional Studies and Workforce Development

Charlestown Campus H-Building,  
Room H109  
Phone: 617-228-2462  
Fax: 617-228-2080  
Email: [commed@bhcc.mass.edu](mailto:commed@bhcc.mass.edu)

- Community Education
- Corporate Training Center
- Adult Basic Education
- Entrepreneurship
- Language Institute

[bhcc.edu/workforce](http://bhcc.edu/workforce)  
[bhcc.edu/ce](http://bhcc.edu/ce)



 [wdBHCC](https://www.facebook.com/wdBHCC)  [@WFD\\_BHCC](https://twitter.com/WFD_BHCC)

**Charlestown Campus** | 250 New Rutherford Avenue, Boston, MA 02129 | 617-228-2000  
**Chelsea Campus** | 70 Everett Avenue, Chelsea, MA 02150 | 617-228-2101  
**Satellite Locations** | East Boston · Malden · South End | **Instructional Centers** | Chinatown · Everett · Quincy | [bhcc.edu](http://bhcc.edu)

**AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY**

Bunker Hill Community College does not discriminate on the basis of race, creed, religion, color, gender, sexual orientation, gender identity, age, disability, genetic information, maternity leave status, criminal record or national origin in its educational programs or in admission to, access to, treatment in or employment in its programs or activities as required by Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; and Section 504, Rehabilitation Act of 1973 and regulations promulgated thereunder.

Direct all inquiries concerning the application of these regulations to Thomas L. Saltonstall, Director of Diversity and Inclusion, Affirmative Action Officer and Title IX and ADA/504 Coordinator, 250 New Rutherford Avenue, Room A307, Boston, MA 02129, by emailing [tsalton@bhcc.mass.edu](mailto:tsalton@bhcc.mass.edu) or by calling 617-228-3311.