Community Education

FALL 2014 COURSE SCHEDULE
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. Classes are conveniently scheduled, low-cost and taught by talented professionals.

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BASIC ENGLISH AS A SECOND LANGUAGE CLASSES
For all classes/ times/ dates and descriptions/ visit us online at: http://www.bhcc.mass.edu/ce
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 September 8 and end December 21, 2014

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<tr>
<th>BLL-001 Basic Speak / Listen</th>
<th>BLL-002 Basic Read/Write</th>
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<th>BSL-001 Speak / Listen I</th>
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<td>02 FRI 9:30 a.m.-11:15 a.m.</td>
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<th>BSL-005 Speak / Listen II</th>
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<th>BSL-010 Speak / Listen III</th>
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<tr>
<th>BSL-011 Read / Write III</th>
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<td>01 M/ W 7:00 a.m.-8:15 a.m.</td>
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<td>02 T/TH 10:00 a.m.-11:15 a.m.</td>
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<td>03 FRI 11:30 a.m.-12:15 p.m.</td>
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<td>04 FRI 12:15 p.m.-1:30 p.m.</td>
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<th>BSL-012 Grammar &amp; Vocabulary II</th>
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Before BSL students can enter academic ESL courses/ they must take a placement test in the Assessment Center/ Room B118.
LANGUAGE, COMMUNICATION AND INTERCULTURAL AWARENESS

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 course is ideal for students who are fluent in English but wish to reduce their accents. Students may be required to complete assignments in the Language Lab, located in Room E226 on the Charlestown campus.
M1 Mondays 6-9 p.m. A Fournier
TBA September 29-December 15

English for Job Interviews
LNG-409 $299
Students will develop the skills to speak confidently and competently in a job interview. They will practice answering interview questions, replying to prompts and responding to follow-up questions. They will learn to talk about their work experience, skills and knowledge. Students will develop their responses to interview questions and receive some instruction in pronunciation, expressions and grammar. Students enrolling in this class must be at a mid-intermediate to advanced level of English.
S1 Saturdays 11:15 a.m.-1:15 p.m. S Bloomberg
TBA October 4-December 20

American English Pronunciation and Accent
LNG-517 $299
This class is ideal for ESL speakers who have had trouble communicating because of an accent. Students will improve their pronunciation, modify their accents so that their speech is more listener-friendly and improve their American accent. Enrollees must be at a high-intermediate to advanced level of English.
S1 Saturdays 9-11 a.m. S Bloomberg
TBA November 1-December 6

Keys to American Communication Culture
LNG-212 $199
Communicate better with your American colleagues by learning about small talk, expressiveness, tactful language, getting to the point, organizing information, agreeing and disagreeing, American expressions and more. Students will participate in discussions, short presentations, conversations and role-playing and will use communication outlines as guides to speaking more effectively. Students will discuss how they have adapted since arriving in the United States as well as the way Americans communicate.
S1 Saturdays 1:30-3:30 p.m. S Bloomberg
TBA November 8-December 6
Beginning Spanish I
LNG-400 $129
Designed for students with little or no background in the Spanish language, this course fosters the acquisition of basic listening, speaking, reading and writing skills within a cultural framework.
T1 Tuesdays 6-9 p.m. TBA
TBA September 16-October 21

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 November 4-December 9

TEST PREPARATION

HiSET Preparation
GED-104A $235
Are you ready for the High School Equivalency Test (HiSET)? (Formerly GED)
To prepare for the High School Equivalency Test (HiSET), students will take practice tests and develop 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 cost of the course. There is also a separate fee for testing.
T1 Tuesdays, Thursdays 6-9 p.m. TBA
CHAR September 16-October 23
S1 Saturdays 9 a.m.-1 p.m. TBA
CHAR October 4-December 13

SHRM Learning System®:
Certification Prep Program for PHR and SPHR
BSN-124 $1,200
This course is offered in cooperation with the Society for Human Resources Management (SHRM) as preparation for the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certification examinations administered by the Human Resources Certification Institute (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 HRCI. The course fee includes materials. To register, please call the Community Education Office at 617-228-2462 or email ssha4746@bhcc.mass.edu.
T1 Tuesdays 6-9 p.m. K Enright
CHAR September 9-December 2
S1 Saturdays 9 a.m.-2 p.m. J Fitzgerald
CHAR September 6-December 13
TOEFL Preparation
TFL-101 $235
This class features up-to-date, realistic practice tests and cooperative learning strategies to help students develop the listening, writing, speaking and reading skills required for the TOEFL test. Students will learn critical thinking skills and strategies that will help them feel confident and prepared. The curriculum is drawn from the TOEFL Internet-based Test (iBT).
M1 Tuesdays-Thursday 6-8:30 p.m. TBA
CHAR September 23-November 13

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 with emphasis on improving problem-solving skills and developing the deep conceptual understanding that is the key to success. Students will review or learn the most efficient ways to solve various types of problems and will be expected to take the official DESE practice test and report their results to the instructor no later than the second class 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. If extra practice in particular areas is needed, the instructor will suggest additional resources. We will use free or low-cost online sources as much as possible, but in addition to the course fee, students 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
CHAR September 20-November 22

CAREER, ENTREPRENEURSHIP AND LIFE EDUCATION

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, online training modules will be provided to improve learning and support the course content.
S1 Saturdays 10 a.m.-noon TBD
CHAR November 15-December 13
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<tr>
<th>Course</th>
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<tr>
<td>Bartending</td>
<td>WCE-301 $195</td>
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<td>This class will present the basic principles of bar organization and equipment to train students to serve drinks and cocktails. Preparing frozen drinks and non-alcoholic beverages using state-of-the-art equipment will also be covered. All class sessions will be conducted in a simulated bar environment. Students will receive certificates of completion.</td>
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<td>SU  Sundays 1-4 p.m. K Hanley E421 October 19-November 23</td>
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<th>Course</th>
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<tr>
<td>Introduction to Documentary Filmmaking</td>
<td>FSR-113A $175</td>
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<td>Numerous practical exercises will be used to guide participants through making a documentary film, from development to post-production and delivery. Students will learn to generate, research and develop good ideas, and will receive an introduction to narrative and storytelling as well as editing technology.</td>
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<td>W1  Wednesdays 6:30-8:45 p.m. M Chan E169 September 10-December 17</td>
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<th>Course</th>
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<tr>
<td>Pre-License Real Estate Sales</td>
<td>WCE-473 $350</td>
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<td>This 40-hour class is geared to potential realtors. It prepares participants to take the Massachusetts Real Estate Examination. Students who successfully complete the class will receive a certificate and be certified to sit for the Massachusetts Real Estate Examination. Attendance at every class is required.</td>
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<td>M1  Mondays, Wednesdays 6-9 p.m. D Ceruolo CHAR September 22-November 5</td>
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<th>Course</th>
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<td>Principles of Special Education Laws and Regulations</td>
<td>WCE-251 $45</td>
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<td>This class will help participants prepare for the educational challenges of a child with a learning disability. The Massachusetts 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; it guarantees them an Individualized Education Program (IEP) designed to meet their unique needs. Content will examine special education laws and regulations, IEPs and 504 Plans and the evaluation process and timeline.</td>
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<td>S1  Saturday 12-3 p.m. L D’Ambrosio CHAR December 13</td>
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HEALTH AND MEDICAL RELATED PROGRAMS

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 AED program. It teaches the skills needed to help adults, children and infants who are choking or experiencing a cardiac emergency. Students will learn to perform one- and two-person CPR, use a mask for ventilation and use the Automated External Defibrillator. The program includes both skill tests and a written test; the written test requires students to read English at approximately a tenth grade level. Students who need extra time to complete the tests may need to stay beyond the end of the scheduled class time. The text is BLS for Healthcare Providers (Student Manual) 2011 edition; earlier editions are not acceptable. The book may be purchased in advance; the instructor will also have books for sale during class. Those who successfully complete the program will receive a two-year certification card approximately one week after the class.

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<th>S2</th>
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Medical Interpreting Certificate Program
WCE-375 $999
The need for medical and community interpreters is rapidly increasing. This 54-hour course, offered in collaboration with TransFluenci, will help prepare new and experienced interpreters to work in hospitals, health clinics, governmental agencies and more. The program includes an overview of the profession and professional settings, sight translation, consecutive and simultaneous interpreting practice, role-playing, note-taking techniques, readings in the field, exercises for building memory and concentration, discussion of practices, standards and ethics, vocabulary in the medical and legal fields and employment advice. This course is open to all languages, but students must be able to comprehend and communicate fully in both English and at least one other language. Because a selective interview is required before acceptance, students must register at least two (2) weeks in advance. The College will issue a certificate upon satisfactory completion of this course. Participants who receive a certificate can choose to interview for a job with TransFluenci. This program meets the requirements of the International Medical Interpreters Association (IMIA) for national certification. Prior to enrolling in the course, students must take a brief language proficiency test.

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<th>S1</th>
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COMMUNITY EDUCATION
Commercial Food Equipment Repair
Basic Technician Training

Commercial Food Equipment Repair – Basic Technician Training

Learn the fundamental skills needed to work as a food service equipment technician. This interactive, 48-hour blended (online/lab) curriculum covers basic topics in electricity, gas and steam as well as an introduction to the food service industry. After completion, you will take a proctored exam at an authorized service company and have the opportunity to interview with that company after passing the exam. Note: This course is endorsed by the Commercial Food Equipment Service Association (CFESA). Individuals who successfully complete the program gain access to a proprietary database of more than 600 service companies interested in hiring technicians. The CFES industry is a veteran-friendly industry recruiting talented and qualified personnel.

Ignitor Labs
IGNITING SKILLS. UNLEASHING POTENTIAL.

CFESA
Commercial Food Equipment Service Association

Commercial Food Equipment Repair – Basic Technician Training
Instructor: Ignitor Labs Fee: $1,495
Online Program Outline (24 hours): An Introduction to the Foodservice Industry (14 hours) - CFESA: Basic Technician Training in Electricity, Gas & Steam (10 hours) Developed by TechU247/Ignitor Labs

*Sample the online course at ignitorlabs.com/techniciantraining/bhcc. 

Accounting Fundamentals $99
(ONLINE COURSE)
The demand for accounting professionals currently exceeds the supply. If you are interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. Students will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions, and will practice managing accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities. Students will learn everything from check writing to preparing an income statement and closing out an account at the end of a fiscal period. Whether you are a sole proprietor looking to manage your business’s finances or you simply want to gain an understanding of accounting basics to advance your career, this course will provide a solid foundation in finance.
To register, go to: ed2go.com/bunkerhill

Administrative Assistant Fundamentals $99
(ONLINE COURSE)
Rapid growth in the health, legal services, data processing, management and public relations industries has created many 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.
To register, go to: ed2go.com/bunkerhill

Autism and Asperger’s Disorder: Information and Effective Intervention Strategies $199
(ONLINE COURSE)
This interactive computer-based course is designed to help you achieve a better understanding of autism and Asperger’s Disorder. The course provides information on the characteristics of the disorder, learning styles associated with the disorder, communication issues and intervention strategies that have proven successful when working with students with autism spectrum disorders. 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

Behavior Is Language: Strategies for Managing Disruptive Behavior $269
(ONLINE COURSE)
This interactive computer-based course is designed to give participants a new perspective on student behavior as well as effective tools for facilitating positive change in students. It provides a developmental framework for reading student behavior and teaches behavioral techniques and intervention strategies that remediate disruptive behaviors and reduce power struggles. Participants will learn to increase their control over their classrooms, reduce their workload and avoid burn out. This program will help both teachers and students find creative, effective solutions to behavioral problems. PDPs: 45.
To register, go to: virtualeduc.com/bhcc
Creating Web Pages $95
(ONLINE COURSE)
Create and post your own website on the Internet using HTML in this extensive hands-on, six-week workshop. First, participants will learn about the capabilities of the World Wide Web and the fundamentals of web design. Then students will plan the content, structure and layout of their website, create pages full of formatted text, build links among the pages and to the outside world and add color, backgrounds, graphics and tables. Participants will learn how to optimize search engine listings as well as discover powerful, cost-effective web marketing strategies.
To register, go to: ed2go.com/bunkerhill

Harassment, Bullying and Cyber-intimidation in Schools $199
(ONLINE COURSE)
A clear understanding of what constitutes harassment and the harmful effects of harassment is essential to providing a safe and inclusive school environment for all. This course covers the definitions and the personal, social and legal ramifications associated with sexual harassment, bullying and cyber-intimidation. Students will explore preventative strategies as well as ways school staff can address these issues when they occur. PDPs: 30.
To register, go to: virtualeduc.com/bhcc.

Project Management: PMP® Test Prep Course $699
(ONLINE COURSE)
This online and self-paced thirteen-module project management program fosters successful project managers at any level 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 preparing to take the PMP® exam.
To register, go to: bhcc.mindedgeonline.com/partner/courses.

Certificate in Business Communications $149
(ONLINE COURSE)
The ability to communicate clearly and effectively is highly prized. This self-paced online certificate course will improve participants’ business writing and presentation skills as they learn to craft memos, reports, brochures, proposals, presentations, catalogs and websites. An assortment of interactive exercises, selected readings and self-assessments will engage participants. Topics include formal and informal outlining techniques, using email appropriately in an organizational setting and revising for unnecessary phrases and jargon. From clarifying and structuring your ideas to designing the Microsoft 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. Upon successful completion of the course, students can download and print a certificate of completion, which will detail CEU credits earned. This course has no textbooks or prerequisites.
To register, go to: bhcc.mindedgeonline.com/partner/courses
Earn a Certificate in Entrepreneurship $599
(ONLINE COURSE)
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 those questions and others that are essential to the success of their businesses. This certificate program includes five individual self-paced 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 questions; usually within 24 hours. Upon successful completion, you can download a printable certificate of completion, listing CEU credits earned. This 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 $699
(ONLINE COURSE)
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 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 includes 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. The program is designed for individuals seeking career opportunities in private or public nonprofits as well as those employed in a nonprofit who wish to improve their leadership skills. Upon successful completion you can download a printable certificate of completion, listing your CFRE and CEU credits earned. 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 $99
(ONLINE COURSE)
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 will 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 will get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities and automating frequently repeated tasks with macros and buttons. By the time you are finished, you will be using this vital Office 2010 tool like a pro.
To register, go to: ed2go.com/bunkerhill
Medical Terminology: A Word Association Approach $99
(ONLINE COURSE)
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 about each term. Root terms are combined with prefixes and suffixes as the course will culminate in the interpretation of several paragraphs of medical notes.
To register, go to: ed2go.com/bunkerhill

The Basic Tax Course: Federal Law $500
(ONLINE COURSE)
This 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 while offering more experienced tax professionals the opportunity to expand their existing knowledge. The course is composed of two parts. Part One (1) covers wage and non-business income and deduction topics. Part Two (2) covers small business income and expense items as well as other more advanced 1040 topics that may be included in the IRS examination. To register, go to: www.collegetaxschool.com/bunker-hill

JOBS FOR THE NEW ECONOMY

Bunker Hill Community College Office of Community Education in partnership with ProTrain Online
Looking for affordable, self-paced, online certificate programs that can train you for the latest, in-demand job skills? We have the solution. With online training you have flexible any-time, anywhere learning. Take a look at what we have to offer and start training today. ProTrain offers a unique tuition payment program. TuitionFlex™ is an interest-bearing tuition payment plan that allows students to pay tuition and other associated fees in monthly installments over a period of up to 24 months.
To learn more and to register for any and all of these courses, go to:

bhcc.theknowledgebase.org.

Accounting and Finance (36) Courses
Business and Leadership (24) Courses
Career and Hospitality (37) Courses
Education and Personal Development (2) Courses
Green and Renewable Energy (51) Courses
Healthcare and Allied Health (32) Courses
Industrial and Skilled Trades (27) Courses
Legal and Criminal Justice (14) Courses
Multimedia and Graphic Design (33) Courses
Programming and Web Applications (44) Courses
Spanish in the Workplace (20) Courses
Technology and Computer Programs (87) Courses
MORE ONLINE COURSES AT BUNKER HILL COMMUNITY COLLEGE

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 to help you master the subject matter. Earn your 35 professional development units (PDUs) by taking our new PMP Exam Prep course. To register and view other project management courses and simulations, visit: bhcc.mindedgeonline.com/partner/courses

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<th>COURSE</th>
<th>CATEGORY</th>
<th>LEVEL</th>
<th>LENGTH</th>
<th>PDUs</th>
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<td>Agile Certified Practitioner Exam Prep</td>
<td>Agile</td>
<td>Intro.</td>
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<td>PMP 11-PMP Practice Exams and Exam Strategies</td>
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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 email 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 visit:

virtualeduc.com/bhcc

Advanced Classroom Management: Children as Change Agents  PDPs: 30  Fee: $199
Attention Deficit Disorder: Information & Interventions for Effective Teaching  PDPs: 30  Fee: $199
Autism & Asperger’s Disorder: Information & Effective Intervention Strategies  PDPs: 30  Fee: $199
Child Abuse: Working with Abused & Neglected Children  PDPs: 30  Fee: $199
Drugs & Alcohol in Schools: Understanding Substance Use & Abuse  PDPs: 30  Fee: $199
Early Childhood: Family-Centered Services  
PDPs: 30  
Fee: $199

Educational Assessment: Assessing Student Learning in the Classroom  
PDPs: 30  
Fee: $199

Ethics & Safety in Education: Guidelines for Teachers & Administrators  
PDPs: 30  
Fee: $199

Harassment, Bullying & Cyber-Intimidation in Schools  
PDPs: 30  
Fee: $199

Inclusion: Working with Students with Special Needs in General Education Classrooms  
PDPs: 30  
Fee: $199

Infant & Toddler Mental Health: Issues & Information for Educators  
PDPs: 30  
Fee: $199

Reading & Writing in Content Area  
PDPs: 30  
Fee: $199

Reading Fundamentals #1: An Introduction to Scientifically-based Research  
PDPs: 30  
Fee: $199

Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction  
PDPs: 30  
Fee: $199

Talented & Gifted: Working with High Achievers  
PDPs: 30  
Fee: $199

Teaching Diversity: Influences & Issues in the Classroom  
PDPs: 30  
Fee: $199

Teaching Elementary Math Conceptually: A New Paradigm  
PDPs: 30  
Fee: $199

Traumatized Child: The Effects of Stress, Trauma & Violence on Student Learning  
PDPs: 30  
Fee: $199

Violence in Schools: Identification, Prevention & Intervention Strategies  
PDPs: 30  
Fee: $199

Behavior is Language: Strategies for Managing Disruptive Behavior  
PDPs: 45  
Fee: $269

Early Childhood: Observation & Assessment  
PDPs: 45  
Fee: $269

Early Childhood: Program Planning  
PDPs: 45  
Fee: $269

Early Childhood: Typical & Atypical Development  
PDPs: 45  
Fee: $269

Learning Disabilities: Practical Information for the Classroom Teacher  
PDPs: 45  
Fee: $269

Reading Fundamentals #3: The Elements of Effective Reading Instruction & Assessment  
PDPs: 45  
Fee: $269

Try DI!: Planning & Preparing a Differentiated Instruction Program  
PDPs: 45  
Fee: $269

Understanding Aggression: Coping with Aggressive Behavior in the Classroom  
PDPs: 45  
Fee: $269

Understanding & Implementing Common Core Standards  
PDPs: 45  
Fee: $269

Why DI?: An Introduction to Differentiated Instruction  
PDPs: 45  
Fee: $269

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 range in price; prices begin at $25. For more information, visit: bhcc.360training.com.

COURSE GROUPS

Business Communication and Management Skill Courses  
Food & Beverage Programs  
Healthcare Education  
Human Resources and Compliance  
IT Certification  
Industrial Skills  
HR: Ethics and Compliance  

Power and Utilities  
Quality Management Education  
Real Estate Education  
Trades and Engineering
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: 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.

NON-CREDIT REGISTRATION FORM
Fall 2014

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)

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<tr>
<th>COURSE NUMBER</th>
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METHOD OF PAYMENT

☐ Check
☐ VISA
☐ DISCOVER
☐ Money Order
☐ MASTERCARD
☐ AMERICAN EXPRESS

NAME

ACCOUNT NUMBER

EXPIRATION DATE

SIGNATURE

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