

THE DIVISION OF WORKFORCE AND ECONOMIC DEVELOPMENT

Workforce and Community Education Catalog



Cybersecurity Training

The graphic features a central shield with a keyhole, set against a background of glowing blue circuit lines and starburst light effects. A person's hands are visible at the bottom, typing on a keyboard.

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

FALL HIGHLIGHTS

- Opportunities for Unemployed (Training Opportunities Program and MassHire)
- English Language Learning classes
- Google IT Support Specialist Program
- Cybersecurity Training

Bunker Hill Community College

Workforce and Community Education

The Workforce and Community Education courses, offered through the Division of Workforce and Economic Development at Bunker Hill Community College, features credit and non-credit courses—online or in person—for individuals or for corporate teams. Leveraging the College’s expertise and resources, the Division 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 Language Learning (BELL) to Test of English as a Foreign Language (TOEFL); from High School Equivalency Standardized Test (HiSET) to Project Management Professional (PMP) exam prep. 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, at bhcc.edu/ce. Still can’t find what you are looking for? Let us know! We are always looking for ways to expand our program offerings.

Are you 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. Contact us for more information about our Corporate Training programs.

BHCC Workforce and Community Education Division of Workforce and Economic Development

- Community Education and Life Long Learning
- Corporate Training and Continuing Education for Careers
- Adult Education and Transitions to College
- Language Institute-Intensive English, BELL and Spanish

Charlestown Campus

H-Building, Room H109

Phone: 617-228-2462

Fax: 617-228-2080

Email: commed@bhcc.edu

bhcc.edu/ce

Register today!

1. Go to Bunker Hill Community College Workforce and Community Education Course Catalog. bhcc.edu/cce-catalog/
2. Type course name or course code in Search box.
3. Click Register button to enroll and pay. Please confirm the correct date and time for your schedule before register.
4. Click New Account to register. **Note:** If you have an Elevate account, you may type in your username and password to sign in.

5. Fill in and complete all the information. Fields that have a red asterisk (*) are required.
7. Create a user account.
8. Enter credit card or debit card for payment method.

You will receive an email confirmation to your email.

Note: There is a 3% service fee, depending on the course, for debit and credit payments. You may also register in person at Student Central in the Main Campus or at the Division of Workforce and Economic Development office located in the H-Building.

Mission of Bunker Hill Community College

Bunker Hill Community College serves as an educational and economic asset for the Commonwealth of Massachusetts by offering associate degrees and certificate programs that prepare students for further education and fulfilling careers. Our students reflect our diverse local and global community and the College integrates the strengths of many cultures, age groups, lifestyles and learning styles into the life of the institution. The College provides inclusive and affordable access to higher education, supports the success of all students and forges vibrant partnerships and pathways with educational institutions, community organizations and local businesses and industries.

Vision of Bunker Hill Community College

Bunker Hill Community College empowers and inspires students, faculty and staff diverse in identities, experiences and ideas to make meaningful contributions to our local and global communities. The College embodies a spirit of inquiry, critical thought, inclusive excellence and lifelong learning.

BHCC Institutional Values

Bunker Hill Community College Trustees, Faculty, Staff and Students embody the highest academic and institutional integrity through their commitment to:

- Access and Success
- Excellence and Innovation
- Economic and Social Justice
- Inclusiveness and Equity
- Civic Engagement and Service
- Kindness and Respect
- Accountability and Transparency

Instruction Modality:

(How will my classes be taught?)

How courses are taught and coded is outlined below. Here are two definitions to assist you in interpreting the chart you find under these terms:

Synchronous: You will learn online with your instructor and classmates on a specific date and time each week at the same virtual location such as on WebEx, Zoom or other video platforms. You can ask questions in real time and meet virtually face-to-face.

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Asynchronous: You will not meet with your instructor and classmates at a specific date and time each week. You will develop your own schedule and follow the course syllabus that outlines all assignment due dates.

If you have any questions, please email commed@bhcc.edu.

Fall 2021 Course Delivery Information

Course Delivery	Meeting Type	Description
No On-Campus Classes		
Remote & Synchronous	Video-Conference Meetings	This class will not meet face-to-face on campus. It will meet remotely during the scheduled times listed. Course materials will be online
Remote & Asynchronous	Optional Video-Conference Meetings	This class will not meet face-to-face on campus or remotely. Students will complete coursework according to the syllabus provided by the instructor. Course materials will be online.
Hybrid & Remote	Video-Conference Meetings	This class will not meet face-to-face on campus. It will meet remotely online during the scheduled times listed. In addition to remote class meetings, students will complete coursework according to the syllabus provided by the instructor.
Web	No Meetings	This class will not meet face-to-face on campus or remotely at a scheduled time. Students will complete coursework according to the syllabus provided by the instructor. Course materials will be online.

continued

Adult Education

Some On Campus Class Time Face-to-Face		
Lecture & Remote	On Campus & Video-Conference Meetings	This class will meet face-to-face on campus and will also meet remotely during the scheduled times listed. Course materials will be online.
Lab & Remote	On Campus Lab & Video-Conference Meetings	This class will meet face-to-face on campus for lab and remotely for lecture during the scheduled times listed. Course materials will be online. Students should come to campus prepared for lab work.
Hybrid	Partial On Campus	This class will meet face-to-face on campus during the scheduled times listed. In addition to class meetings, students will participate in coursework independently.

Book Ordering:

If your course requires you to purchase a textbook, you must purchase it online from our college bookstore. Please visit <https://www.bkstr.com/bhccstore> and under "Shop By Courses", click "Enter Course". Select the term with the word "Elevate (WFD)" in it. Under Shop By Courses, select the course number inside the Department Box. Once the course is selected, the Course and Section

field boxes will automatically populate. Click "Find Materials for 1 Course(s)". Select New or Used. Your book will be mailed to you. Shipping charges apply after COVID-19 restrictions have been lifted. If you need to talk to a bookstore representative, please call 617-228-2304. If you have any questions about the course, please email commmed@bhcc.edu.



ADULT EDUCATION

Bunker Hill Community College offers two Massachusetts Department of Elementary and Secondary Education (DESE) grant funded programs to assist adults in developing the necessary skills in English language proficiency, acquire a High School Credential (HiSET), and the skills to successfully complete college courses and receive six college program credits.

The Adult Education Program

The Adult Education program at the Chelsea Campus and the BHCC Boston Adult Education Consortium provide educational and support services for adults who lack English language and

literacy skills and/or do not have a high school diploma. This comprehensive program provides free educational services that include courses in Basic English for Speakers of Other Languages (ESOL), AE literacy and High School Equivalency Assessment (HiSET) preparation in Spanish and in English.

Classes are held in Chelsea and Boston. The ESOL and Spanish HiSET Adult Education courses are offered during the day, evening and Saturdays at the Chelsea Campus. The AE literacy, Pre-HiSET and HiSET Adult Education courses are held at LARE Institute, the College's program partner in Chelsea, the Boston Chinatown Neighborhood Center (BCNC), and Educational Development Group satellite locations around Boston.

Transitions to College Program

The Department of Education funded Transitions to College Program at BHCC, which enables students currently or previously enrolled in an adult education program to enroll in college-level courses by learning the essential skills needed to be a successful student. Students develop an education and career plan while enrolling into a program of study. The program is year-long and classes are offered at no cost to students (tuition, fees, and books are paid for).

Classes taken the first semester:

Fall semester courses (up to 9 credits):

- LCS-101DD-TC "Your Guide to Purpose and Success" (3 college credits)
- CIT-110-TC "Computer Applications and Concepts" (3 college credits)
- SOC-101-TC Principles of Sociology (3 credits—optional the first semester)

Spring semester courses (up to 9 credits):

- REL-101-TC World Religions (3 credits)
- GOV-101-TC Government and Politics in the US (3 credits)
- Student selected course in their program of study (3 credits)

Summer semester optional courses:

- Any developmental course if needed (up to 12 credits)

Register now!
bhcc.edu/adulted
bhcc.edu/adulted/transitions

TEST PREPARATION

Test of English as a Foreign Language (TOEFL®) Preparation
TFL-101E **\$419**

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.	Remote & Synchronous
		Oct. 26–Dec. 23	



High School Equivalency Test Preparation (HiSET®, formerly GED®)
GED-104AE **\$325**

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.

FT1	T/Th	6-8.30 p.m.	Remote & Synchronous
		Aug. 31–Oct. 21	
FS1	Sa	9-1 p.m.	Remote & Synchronous
		Oct. 9-Dec. 18	

Society for Human Resource Management (SHRM) Learning System®–Certified Professional (SHRM-CP™) and Senior Certified Professional (SHRM-SCP™) Certification Preparation
BSN-124E **\$719**

(+ book price estimated \$667)

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 will 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. This course prepares HR professionals to take either the SHRM-CP or SHRM-SCP exam. Tuition does not include the book, which must be purchased from the college bookstore separately. The book cost is \$667. The book is tied to the SHRM LS license so you must purchase the book. Study materials including comprehensive learning modules in print and e-reader formats and advanced online resources are included in the course fee.

FT1	T/Th	6-7:30 p.m.	Remote & Synchronous
		Sept. 14–Dec. 7	
FS1	Sa	9 a.m.-12 p.m.	Remote & Synchronous
		Sept. 25–Dec. 18	

"You might not remember me but I attended your SHRM prep class in the fall of 2019 at Bunker Hill and

Project Management

I received my SHRM-CP certification in January 2020. I just wanted to say thank you for all that you taught and for all of your help. I was promoted to Associate Director as of yesterday and it was in part due to me receiving my SHRM certification. I know I had to do my part in studying, but I am extremely grateful for the opportunity to be part of your class and all that I learned in such a short period of time. Keep up the good work.” – Maria Galarza, Associate Director, Facilities HR

SHRM Essentials of HR Management BSN-124AE

\$465

(+ book price estimated \$327)

The SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resource roles and responsibilities. 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. The course addresses six key human resource management subjects in a user-friendly format designed to give an effective learning experience: Human Resource Management, Employment Law, Recruitment and Selection, Compensation and Benefits, Employee Development, and Performance Management. As part of the tuition, each participant receives a reference book during the first class. Additionally, participants receive access to online tools to support their studies.

The 15-hour SHRM Essentials of HR Management is ideal for entrepreneurs, small business owners, and office managers who also perform HR tasks. Tuition does not include the book, which must be purchased separately from the college bookstore. The cost is about \$327. The book is tied to a license so you must purchase this book.

FH1 W 6-9 p.m. Remote & Synchronous
Oct. 6–Nov. 3

“The SHRM Learning Class has been an incredibly beneficial experience. From the beginning, of the experience working with Jack Chan to enroll, Bunker Hill has been superb. Kathleen Enright is a fantastic teacher and has made learning exciting and pleasurable. She provides keen insight into the industry and offers a wealth of assistance on how to prepare for SHRM Certification. I highly recommend the class to anyone in HR, thinking of HR or for those interested in business management. It is like a mini-MBA. Kudos to Bunker Hill for putting this together.” – Gary D. Alexander VP for Administration and Finance Hellenic College, Brookline, MA.

WORKFORCE HIGHLIGHT

The Learning System for PMP Exam Preparation BSN-126E

\$839

(+ book price estimated \$530)

Looking to earning the most sought-after credential in the global project management profession? Then enroll in our PMP exam preparation course. The Project Management Professional (PMP)® review course includes premium quality study materials that align with PMP. BOK® Guide–Sixth Edition and prepare you for the updated PMP exam. This course meets PMPI’s 35 contact hour PMP Exam requirement. Our course will help you learn faster, retain more knowledge and stay on track for success on the PMP exam. Tuition does not include the book, which must be purchased separately from the college bookstore. The cost is about \$530. The book is tied to a license so you must purchase this book.

FS1 F 6-9 p.m.
Sept. 10–Dec. 3

Remote & Synchronous

PROJECT MANAGEMENT



Learn How to Better Manage Virtually Any Project Scenario with a Proven Methodology

Project Success Method – Methodology

For over 38 years, techniques learned from the proprietary Project Success Method have helped teams dramatically improve their project performance through:

Formal detailing of project requirements,
Collaborative development of project plans,
and Successful project execution through an
accountable control process.

The Project Success Method offers the best of both worlds. It is a blend of traditional waterfall project management and the Agile approach, enabling teams to move quickly while ensuring their customers have a delivery date they can trust.

The powerful and practical hands-on methodology can be learned in our 18 ½ hour class and applied immediately upon completion.

The Project Success Method requires no project management or Agile experience, no software

tools, and no templates. The Project Success Method can be used in any business application and any project scenario. The Project Success Methodology is neither simply “academic” nor “theory”; it provides the most effective and efficient real-world process for developing, ensuring, and maintaining a consistency in approach within project teams

**PSM-100E-F1
Project Success Methodology \$1,495**

Sept. 14–15 Remote & Synchronous
PSI Instructor 8 a.m.-5:30 p.m. T/W

**PSM-100E-F2
Project Success Methodology \$1,495**

Nov. 9–10 Remote & Synchronous
PSI Instructor 8 a.m.-5:30 p.m. T/W

Use Microsoft Project in Ways You Never Thought Possible to Manage Your Projects

The Project Success Method Toolkit for Microsoft Project Class

The Project Success Toolkit is a proprietary add-on for Microsoft Project 2013/2016/2019 that augments the core functionality of Microsoft Project. Over 6200 users around the world including many in the world’s best-known companies are using the Toolkit to more efficiently and effectively manage their projects. The Toolkit enhances the scheduling functionality of Microsoft Project and allows the user to follow the Project Success Method by enabling critical path and duration-based scheduling. Additional functionality unavailable in standard copies of Microsoft Project is listed below. This program is designed for prospective users of Microsoft Project.

Prerequisites: Project Success Method Class strongly recommended.

Note: An understanding of the Project Success Method is essential for using The Project Success Toolkit. The Toolkit was developed from the perspective of “adapting the tool to meet the needs of the methodology”, as opposed to “adapting the methodology to fit the tool”. No prior Microsoft Project experience is needed. Some proficiency with using Microsoft Windows is needed. Students must provide their own licensed copy of Microsoft Project 2013, 2016 or 2019.

Software: Currently the class supports Microsoft Project 2013, 2016 and 2019 versions

**PST-100E-F1
PSM Toolkit Class for Microsoft Project \$895**

Sept 16 Remote & Synchronous
PSI Instructor 8 a.m.-5p.m. TH

**PST-100E-F2
PSM Toolkit Class for Microsoft Project \$895**

Nov. 11 Remote & Synchronous
PSI Instructor 8 a.m.-5 p.m. TH

**Test of Essential Academic Skills® (TEAS)
Prep for Reading and Grammar
TRG-101E \$189**

(+ book price \$42-\$60)

This course focuses on the reading and grammar component of the Assessment Testing Institute® (ATI) TEAS® exam. Tuition does not include the book, which must be purchased separately from the college bookstore. Book Title: ATI TEAS Secrets Study Guide by Mometrix Test Preparation

F01 Th 6-9 p.m. Remote & Synchronous
Sept. 9–Oct. 14
(six sessions at 3 hours each. Total Hours: 18)

FS1 Th 6-9 p.m. Remote & Synchronous
Oct. 28–Dec. 16
(six sessions at 3 hours each. Total Hours: 18)

**Test of Essential Academic Skills® (TEAS)
Prep for Math and Science
TSG-101E \$189**

(+ book price \$42-\$60)

This course focuses on the math and science content of the Assessment Testing Institute® (ATI) TEAS® exam. Tuition does not include the book, which must be purchased separately from the college bookstore. Book Title: ATI TEAS Secrets Study Guide by Mometrix Test Preparation

F010 T 6-9 p.m. Remote & Synchronous
Sept. 7–Oct. 12
(six sessions at 3 hours each. Total Hours: 18)

FS1 T 6-9 p.m. Remote & Synchronous
Oct. 19–Nov. 23
(six sessions at 3 hours each. Total Hours: 18)

TECHNOLOGY AND CAREERS

Cybersecurity Training Certificate

If you have strong, basic computer skills, you may want to consider an exciting career as a cybersecurity professional. Although you need not be an IT professional or programmer, you should have the right personality; specifically, you should be intensely curious about how things work; unwilling to give up on a problem no matter how difficult it is; highly attentive to detail; predisposed to independent learning. You should be able to devote an honest 25 hours/week to the program. The program includes three courses, each lasting six weeks. The first course is Cyber Attack and Defense: Immediate Immersion. If you do well in the first course, you will proceed to take the two other courses: Cyber Defender 1 and Cyber Defender 2.

Although listed as a Hybrid course, the bulk of your learning is conducted independently. Meetings

Technology and Careers

with the instructor over Zoom will be conducted on a mutually-determined weeknight and will be 1-2 hours/week. Tuition does not include the book, which must be purchased separately from <https://nostarch.com/packetanalysis3>. Book Title: Practical Packet Analysis Using Wireshark to Solve Real-World Network Problems, 3rd Edition by Chris Sanders.

The three courses below must be taken in their order with Cyber Attack and Defense being the first course in the certificate program.

Cyber Attack and Defense: Immediate Immersion

NON-108E **\$1,599**
(+ book price estimated \$50)

N01FA Hybrid & Remote
Sept. 9–Oct. 21

Cyber Defender 1

NON-109E **\$1,999**

N02FA Hybrid & Remote
Oct. 26–Dec. 7

Cyber Defender 2

NON-110E **\$1,999**

Hybrid & Remote

*January 4,–February 15, 2022–this course will show in spring 2022.

Pre-License Real Estate Sales

WCE-473E **\$365**
(+ book price estimated \$50)

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. Book Title: *Principles of Real Estate Practice in Massachusetts* by Performance Programs Company.

FM1 M/W 6-9 p.m. Remote & Synchronous
Oct. 18–Dec. 8

"David delivered and educated me on the fundamentals of Real Estate. I feel that with some additional reading and studying on my own that I'm ready to take the exam because of him. I'm glad I took this class and will recommend it to others."

"This course definitely exceeded my expectations, the course was easy to follow and broken down by David who kept everything organized and kept us on track in order to follow the material and explained everything in depth. I would definitely recommend this course to anyone interested in pursuing a real estate license."

"I'm ready to take the test and i feel like with the online videos and the way Dave teaches it's so much easier".

"This class exceeded my expectations. Professor Ceruolo provided in depth knowledge of the content, shared various resources and provided real life examples of issues relating to real estate".

ServSafe Manager Food Safety Certification

Increase your job prospects in the food industry by earning your ServSafe Manager Certification. After taking the course, you will be prepared to take the ServSafe test, required for all food industry managers by the State of Massachusetts.

ServSafe One-day Manager Training

SLF-101E **\$205**

Are you or will you be the person-in-charge of food safety at your food operation? Then, you are required to become ServSafe Manager Certified. ServSafe is the most highly regarded certificate in the food service industry. The State passed the Massachusetts Food Establishment Regulation in 2001. Earning your ServSafe Food Manager Certification protects public health.

Book purchase is required from the www.servsafe.com website. Make sure the class you are considering is ten days away so that there is enough time to receive your book after placing your online order. You must bring your book to the class as it contains the answer sheet that you will need for your paper-based exam. Visit <https://www.servsafe.com/access/SS/Catalog/ProductDetail/ESX7>. Click Add to Cart and then click Create New Profile. The title of the books is, *ServSafe Manager Book 7th edition With Exam Answer Sheet*. Cost of book \$70.30 (price subject to change). You may also call ServSafe customer support line to get help in ordering the book at 800-765-2122.

F01 W 9-4 p.m. Lecture and Remote
Oct. 13

Hybrid Phlebotomy Technician Certification with Clinical Externship

Non-855E **\$1,919**

(e-book and NWCA Test Voucher included)
90 online self-study hours plus 40 clinical externship hours

Phlebotomists are employed throughout the healthcare system—and the demand for phlebotomy technicians is higher than ever! This program prepares you to collect blood and other specimens from clients for laboratory analysis. The course covers process and procedures; safety protocols, quality assurance and precautions; venipuncture skills; terminology; and related

anatomy and physiology. The program also includes a clinical externship opportunity to learn the profession in the field. After completing the program, you'll be able to sit for the NWCA exam, which is included in your tuition. Although listed as Asynchronous (self-study), an instructor will be assigned to teach the class once enrollment reaches six or more students. Should this happen, classes will meet over Zoom Tuesdays and Thursdays for an hour to an hour and a half between 6-9:30 p.m.

These Zoom sessions are not mandatory, but it will be beneficial to your studies if you want to participate. You will still maintain your self-study schedule. With six or more students, in-person labs will take place on campus near the end of the program. There are a total of four lab sessions with each session being 3.5 hours in duration. You will be notified the lab meeting dates.

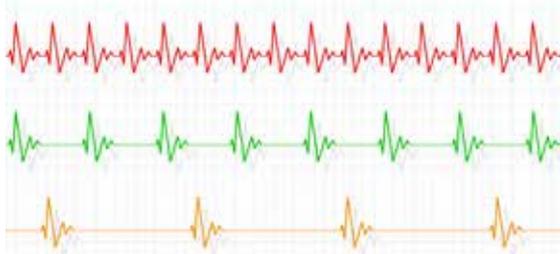
NOTE: In-person labs may be canceled if COVID-19 regulations restrict in-person learning.

FN01 T/Th ****Remote & Asynchronous**
Sept. 14–Dec. 14

If Zoom session/synchronous instruction, plan on 6-7:30 p.m. T & Th
In-person labs at the Charlestown main campus: Nov. 16, 18, 30, Dec. 2. Lab Meeting Times: 6-9:30 p.m.

FN02 T/Th ****Remote & Asynchronous**
Nov. 2, 2021–February 17, 2022

If Zoom session/synchronous instruction, plan on 6-7:30 p.m. T & Th
In-person labs at the Charlestown main campus: January 25, 27, February 1, 5. Lab Meeting Times: 6-9:30 p.m.



Hybrid EKG Technician Program
Non-856E **\$1,419**
(e-book and NWCA Test Voucher included)
50 hours online self-study

Electrocardiograph (EKG) certification program course covers anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. You'll also gain practice with EKG equipment through hands-on labs. After the successful completion of this program, students will be prepared to sit for the NWCA exam, which is included in the tuition. Although listed as Asynchronous (self-study), an instructor will be assigned to teach the class once

** will turn into "Lab and Remote" once there are six or more students

enrollment reaches six or more students. Should this happen, classes will meet over Zoom Mondays and Wednesdays from 6–7 p.m. or 7:30 p.m. and in-person labs will take place on-campus. Live Zoom sessions are elective and not mandatory. You will still maintain your self-study schedule.

NOTE: In-person labs may be canceled if COVID-19 regulations restrict in-person learning.

FN01 M/W ****Remote & Asynchronous**
Sept. 20–Nov. 10

If Zoom session/synchronous instruction, plan on 6-7:30 p.m. M & W
If in-person labs occur, you will be notified.
Lab Meeting Times: 6-9:30 p.m.

FN02 M/W ****Remote & Asynchronous**
Nov. 15, 2021–January 24, 2022

If Zoom session/synchronous instruction, plan on 6-7:30 p.m. M & W
If in-person labs occur, you will be notified.
Lab Meeting Times: 6-9:30 p.m.

bhcc.edu/medtech



Hybrid Dental Assisting Technician Program with Clinical Externship
Non-900E **\$1,419**

(e-book and NWCA Test Voucher included)
60 hours online self-study plus 40 hours clinical externship

Begin a rewarding in-demand career with the BHCC Dental Assisting Program that familiarizes students with all areas of pre-clinical dental assisting and provides training in the professional skills required to function as an assistant in the dental practice. Topics include history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Students who complete this comprehensive course would be prepared to sit for the NWCA exam. Although listed as Asynchronous (self-study), an instructor will be assigned to teach the class once enrollment reaches six or more students. Should this happen, classes will meet over Zoom Mondays and Wednesdays from 6-7 p.m. or 7:30 p.m. and in-person labs will take place on-campus. Live Zoom sessions are elective and not mandatory. You will still maintain your self-study schedule.

NOTE: In-person labs may be canceled if COVID-19 regulations restrict in-person learning.

Technology and Careers

FN01 M/W ****Remote & Asynchronous**
Sept. 20–Nov. 17

If Zoom session/synchronous instruction,
plan on 6-7:30 p.m. M & W
In-person labs at the Charlestown main campus:
Oct. 25 and 27. Lab Meeting Times: 6-9:30 p.m.

FN02 M/W ****Remote & Asynchronous**
Nov. 1, 2021–January 12, 2022

If Zoom session/synchronous instruction,
plan on 6-7:30 p.m. M & W
In-person labs at the Charlestown main campus:
Dec. 6 and 8. Lab Meeting Times: 6-9:30 p.m.

Hybrid Veterinary Assistant Certification Program with Clinical Externship NON-901E **\$2,219**

(e-book and NWCA Test Voucher included)
100 hours online self-study plus 40 hours clinical externship

This 100-hour Veterinary Assistant program introduces students to the exciting and growing field of veterinary medicine. Students will learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are also emphasized to provide the student with the skills necessary to maintain an efficient front office. Students who complete this comprehensive course would be prepared to sit for the National Workforce Career Association (NWCA) Veterinary Technician (VET) Exam. The national exam is included in the tuition. Although listed as Asynchronous (self-study), an instructor will be assigned to teach the class once enrollment reaches six or more students. Should this happen, classes will meet over Zoom Mondays and Wednesdays from 6–7 p.m. or 7:30 p.m. and in-person labs will take place on-campus. Live Zoom sessions are elective and not mandatory. You will still maintain your self-study schedule.

NOTE: In-person labs may be canceled if COVID-19 regulations restrict in-person learning.

FN01 M/W ****Remote & Asynchronous**
Sept. 20, 2021–January 17, 2022

If Zoom session/synchronous instruction,
plan on 6-7:30 p.m. M & W
If in-person labs occur, you will be notified.
Lab Meeting Times: 6-9:30 p.m.

Hybrid Certified Personal Trainer Course **\$1,299**

Register online for this course by visiting
<https://tinyurl.com/bhccmass>

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.

** will turn into "Lab and Remote" once there are six or more students

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. The Hybrid CPT offers virtual lectures and ALL 5 in-person practical labs at a nearby gym.

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. Textbook Cost is Separate: Howley, Edward T. and Thompson, Dixie L. 2017. *Fitness Professional's Handbook. 7th Edition with web resources* (ISBN-13: 9781492523376). Publisher: Human Kinetics, Champaign, IL. Cost is \$104.95 + \$9.95 shipping, for a total cost of \$114.90 and must be purchased by the student. Students may buy the book at W.I.T.S. at 1-888-330-9487 or www.witseducation.com or may purchase at amazon.com.

01 Su 9 a.m.-4 p.m.
Oct. 5–Nov. 18

Bonus Optional Lab w/ GOLD or BYE weekend–TBD
National Exam Date–TBD



All class sessions will be conducted in a simulated bar environment at Drinkmaster Bartending School, located at 45 Bromfield Street in Boston, near Park St. and Downtown Crossing T-station. If you ever miss a class, you are always entitled to make it up.

Hands-on Bartending WCE-301E **\$289**

(+ Bartending manual: \$10–
students will buy on the first day of class)

Designed for anyone interested in getting a bartending job. No prior experience necessary. Students get hands-on training by industry experts in an authentic, simulated bar set-up environment. Hands-on training behind an authentic bar provides students with a solid foundation of practical knowledge and skills required to start working in the industry. This course is also popular for hospitality majors and industry managers who become more effective at hiring and managing in any establishment serving alcohol.

With your fellow learners, you will be mixing drinks on your first day! Topics include BAR Orientation, Tools of the Trade, Accuracy Pouring, Cocktail Preparation, Multi Liquor Drinks, Art of Shaking, Mixing Techniques, Craft Cocktail techniques, Loss prevention, Quality Control, Beer and Wine Knowledge, and Unlimited Job Coaching Workshops. **NO PRIOR EXPERIENCE NECESSARY.** 18 is the age required to take our bartending program and the age required by most states to bartend.

F3	M/T/W/Th/F Oct. 18–22	10 a.m.-2 p.m.
F5	M/T/W/Th/F Dec. 13–17	10 a.m.-2 p.m.

TiPS Alcohol Liability Certification
WCE-302E **\$79**
(+TiPS manual: \$17–students will buy on the first day of class)

If you are a bartender, barback, server, or bar manager in the state of Massachusetts, this program is for you. The TIPS Alcohol Certification Course is mandated for servers and sellers of alcohol by most employers, cities, and insurance carriers in the state of Massachusetts. TiPS Alcohol Training Course Is Approved in All 50 States. This course will help reduce liability risk exposure.

The 1-Day training program is designed to prevent intoxication, underage drinking, and drunk driving. TiPS teaches strategies that ensure responsible alcohol service and consumption.

Topics include legal, alcohol, and intervention information and how to apply them to real-life scenarios through practical application exercises.

At the end of this session, you'll take the TIPS certification exam and, upon passing, receive your certification card in the mail. TiPS Certification must be renewed every 3 years.

F3	T	2-5:30 p.m.	Oct. 12
F5	T	2-5:30 p.m.	Dec. 7

COMBO Package
(TiPS + Hands-on Bartending Class)

Save money with the COMBO package! You get TiPS and the Hands-on Bartending class).

WCE-303E **\$345**
(+ manuals \$27–students will buy on the first day of class)

F3	T	2-5:30 p.m.	Oct. 12
	M/T/W/Th/F	10 a.m.-2 p.m.	Oct.18–22
F5	T	2-5:30 p.m.	Dec. 7
	M/T/W/Th/F	10 a.m.-2 p.m.	Dec. 13-17

Craft Cocktails & Mixology Class
WCE-304E **\$119**
(+ materials fee of \$10 will need to be paid in class)

The Craft Cocktails & Mixology Class is an entertaining, hands-on demonstration and coaching of techniques to prepare flavorful, well-balanced craft cocktails. Includes cocktail tastings and appetizers. You will be behind the bar preparing and tasting your own craft cocktails. The cocktails class is perfect for couples, cocktail enthusiasts, and home bartenders. Must be 21 years and older.

F3	Sa	6-9 p.m.	Oct. 23
F5	Sa	6-9 p.m.	Dec. 11

THE LANGUAGE INSTITUTE
English as a Second Language



Basic English as a Second Language (BESL)

These BELL offerings are non-credit courses for students with limited knowledge of the English language. Classes prepare English learners for college classes, the boardroom 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 BELL program is for you. Before registering, students must first take an Intake and Placement Survey.

Basic Speak/Listen and Read/Write
BLL-001E **\$389**

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

FM1	M/W	6-7:50 p.m.	In-person
Sept. 7–Dec. 18			

Basic English Language Learning 1
BEL-001E **\$389**

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.

The Language Institute

F01	T/Th	8-9:50 a.m.	Online
F03	M/W	11 a.m.-12:50 p.m.	In-person
FM1	M/W	6-7:50 p.m.	In-person
FS1	Sa	8:15-11:55 a.m.	Online

Sept 7–Dec. 18

Basic English Language Learning 2 BEL-002E \$389

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.

F01	M/W	8-9:50 a.m.	Online
F03	T/Th	11 a.m.-12:50 p.m.	In-person
FT1	T/Th	6-7.50 p.m.	In-person
FS1	Sa	12-3.40 p.m.	Online

Sept 7–Dec. 18

Basic English Language Learning 3 BEL-003E \$389

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.

F02	T/Th	8-9:50 a.m.	Online
F05	M/W	11 a.m.-12:50 p.m.	In-person
FM1	M/W	6-7:50 p.m.	In-person
FS1	Sa	8:15-11:55 a.m.	Online

Sept 7–Dec. 18

Basic English Language Learning 4 BEL-004E \$389

(not required for entrance into Academic ELL)

In BEL-004, students will continue developing the primary skills they learned in BEL-001 through BEL-003. They will 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.

F02	T/Th	9-10:50 a.m.	In-person
FS1	Sa	12-3.40 p.m.	Online

Sept. 7–Dec. 18

THE LANGUAGE INSTITUTE INTENSIVE ENGLISH CLASSES

Quickly improve your English skills with Intensive English classes to support your career or to enter college. In these classes, you will practice your reading, writing, speaking, and listening skills. There will also be instruction on grammar, pronunciation, and American culture.

Schedule for Fall 2021

Intensive English courses are 20 hours per week for seven weeks. Weekday classes are held Tuesday – Friday, 9 a.m.-2 p.m. There are four levels offered every seven-week term, from Beginner (001) to High Intermediate (004). Before registering, you must take a placement test to determine which level is best for you. If you are interested in Intensive English classes, you should call 617-228-2009 or 617-228-2462 to schedule your placement test.

The cost of a seven-week class is \$1,115, which can be paid in whole at the start of classes or in parts throughout the term.

Total hours: 140 hours for 7 weeks of program.

F11	T/W/Th/F	9 a.m.-2 p.m.	In-person/hybrid	Aug. 31–Oct. 15
F21	T/W/Th/F	9 a.m.-2 p.m.	In-person/hybrid	Oct. 26–Dec.17

English Study for Au Pairs - Intermediate APU-003E \$639

The goal of this intermediate level course is to introduce learners to a variety of real-world vocabulary and text in various print and audio media; to help them recognize explicit and implicit meaning and humor; and to train them to generate clear, accurate, well-structured speech and writing on everyday subjects suitable for an increasingly broader range of audiences and purposes.

01	Sa/Su	9 a.m.-3 p.m.	Online	Sept. 4–Oct. 17
02	Sa/Su	9 a.m.-3 p.m.	Online	Oct. 30–Dec. 19

(Note: Weekend Au Pair classes are also available to non-Au Pairs who wish to study English.)

English Study for Au Pairs - High Intermediate APU-004E \$639

In this high intermediate course, students, continuing as independent users of English, will be able to understand the main ideas of complex text on both concrete and abstract topics. They will be able to interact with a level of fluency that makes regular interaction with native speakers possible. Learners will also be able to produce clear, detailed text on a range of subjects.

01	Sa/Su	9 a.m.-3 p.m. Sept. 4–Oct.17	Online
02	Sa/Su	9 a.m.-3 p.m. Oct. 30–Dec.19	Online

Au Pair Weekend– Experience America Programs

Weekend courses are the perfect solution for working au pairs. We pack a lot into our courses so you can earn your hours in a short period of time. We also make it possible to take a course that fits into an au pair budget better than most schools. In each class, you will engage in exciting learning opportunities throughout that area with a combination of fun activities, community engagement, and field trips. Two programs are offered: Make A Difference and Explore Your City.

Note: Due to Covid regulations surrounding large indoor gatherings, we may not be running any in-person classes in the fall semester. Check for updates here: bhcc.edu/ce/aupairweekendprogram or email aupairweekend@bhcc.edu to get the latest update.

Spanish

With over 41 million Spanish speakers in the US, Spanish is rapidly becoming a business necessity. Improve your career prospects, strengthen your CV and enhance your business skills by learning Spanish.

The Language Institute at BHCC Division of Workforce and Economic Development is offering Beginning Spanish classes, designed for people with little or no background in the Spanish language, with a convenient weekend schedule.

Beginning Spanish I LNG-400E \$245

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.

S1	Sa	9 a.m.-12 p.m. Sept. 18–Oct. 23	Remote & Synchronous
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Beginning Spanish II LNG-400AE \$245

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

S1	Sa	9 a.m.-12 p.m. Nov. 13–Dec. 18	Remote & Synchronous
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Beginning French LNG-300E \$115

Proper pronunciation is important for good communication. Beginning Conversational French will help you master the best pronunciations. Simply click on each word to hear it spoken. Every word and sentence is also written out phonetically. This course has been carefully crafted to ensure you will have no trouble pronouncing French words correctly. The first three lessons introduce the basics needed for most conversations in French, such as “please” and “thank you.” You will also learn numbers, days of the week, months of the year, and telling time.

For start dates, tuition, and registration, go to <https://www.ed2go.com/bunkerhill/online-courses/conversational-french-beginner>.



Google IT Support Professional Certificate

The Google IT Support

Professional Certificate prepares you for an entry-level job in IT support in under six months. No experience is necessary.

This 5-course certificate, developed by Google, includes innovative curriculum designed to prepare you for an entry-level role in IT support. A job in IT can mean in-person or remote help desk work in a small business or at a global company like Google. The program is part of Grow with Google, a Google initiative to help create economic opportunities for all Americans. Upon completion, students will be able to apply for entry level IT positions. Top Employers such as Cognizant, GE Digital, Hulu, Info says, Intel and Sprint are interested in applicants with this credential.

This hybrid course allows you to learn asynchronously -- on your own -- and with the benefit of a dedicated instructor who will meet with the students over videoconferencing one night per week. The meeting length is two to two-and-a-half hours. Students can complete the program in four months provided that 10+ hours per week is invested in studying or completed in eight months, contingent upon investing a minimum of six hours a week of self-study.

If you are unemployed, you could be eligible for free tuition. This program is TOP, MassHire eligible. A TOP applicant must dedicate up to 20 hours per week studying in the program (self-study + instructor-led).

F01	M	6-8:30 p.m. (instructor-led portion) October 4, 2021–February 7, 2022	Hybrid
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WORKFORCE HIGHLIGHT

OPPORTUNITIES FOR UNEMPLOYED (TRAINING OPPORTUNITIES PROGRAM AND MASSHIRE)

- Students who are applying to receive an extension of unemployment benefits must be registered for college credits or approved training under the Training Opportunity Program (TOP) and should obtain an application by calling the TOP Unit at 617-626-5375. (This program was formally known as Section 30).
- For ITA (individual Training Accounts) and TAA (Trade Adjustment Assistance), please see our comprehensive list of approved training programs below and contact your local career MassHire center representative for details.
- To have your documents processed under the guidelines of Training Opportunity Program enrollment process, please email us at Division of Workforce and Economic Development, commed@bhcc.edu or mngan@bhcc.edu.
- Visit the MassHire Job Quest Training website and enter "BHCC" for your provider to see what programs are approved based on funding source.
- Career counselors at MassHire Career Centers can help you apply for an Individual Training Account (ITA), which provides financial support to job seekers who need occupational skills training in order to successfully re-enter the workforce. Eligible individuals choose from a pre-approved list of training courses, and tuition costs are paid directly out of the ITA. To find out if you are eligible for an ITA, please contact your local career MassHire center representative for details. If you qualify for the ITA, the agency will email BHCC the application, which will be completed by the college and sent back to the agency for approval. Once approved, you will be contacted by BHCC to help you register for the course.

Training Opportunities Program (TOP)

The Training Opportunities Program (TOP) allows you to collect unemployment benefits while you attend full-time, approved training for new job skills. If you need to acquire new skills in order to become re-employed, you may be eligible for the Training Opportunities Program (TOP). To participate in Training Opportunities Program (TOP), you must



submit a completed application to the Department of Unemployment Assistance (DUA). If you meet the eligibility requirements, TOP allows DUA to waive your active work search. You will continue to receive your unemployment benefits while in DUA approved training. TOP will allow you to receive up to 26 weeks of additional benefits if your training extends beyond the duration of your initial unemployment claim. Please note that DUA does not fund your training costs.

Rapid Recovery and Reemployment (R3) Program

BHCC's Rapid Recovery and Reemployment (R3) Program is a unique opportunity that allows students or community members impacted by the COVID-19 economic downturn to get back in the game with possible financial support. Eligible participants may have access to full tuition and materials scholarships. These short-term trainings will allow a student to study over a shorter period of time, develop skills in a field, and earn an industry-recognized credential, which makes them employable quicker.

Students who are unemployed or demonstrate great financial need will be considered first especially if you do not have financial assistance through another resource.

- Are you unemployed or working part time making less than \$17.00 per hour?
- New to the workforce?
- Have you received a Pell grant?
- Are you collecting food stamps or other transitional assistance benefits?
- Do you live in subsidized housing?

To find out more, go to <https://www.bhcc.edu/training/>. If you have questions, please contact Lateia Johnson at lmjo8989@bhcc.edu.

CANNABIS INDUSTRY INFORMATION SESSION AND WORKSHOP

Cannabis Free Information Sessions: The Marijuana Industry in Greater Boston NON-102E

Learn more about the cannabis industry in partnership with Patriot Care, which owns and operates medical marijuana dispensaries in Boston, Lowell and Greenfield, MA, as well as a cultivation and manufacturing facility in Lowell. This information session will serve as both an introduction to the cannabis industry and as a preview for a 2-day Cannabis Career Training workshop. Workshop topics will include:

- An overview of the marijuana industry and the issues it faces, both today and in the future
- An analysis of current regulations in Massachusetts for medical and adult-use licenses
- Considerations for participating in the industry (including the careers available and the requirements for each position)
- Personal skills and attributes required for success
- The unique challenges faced by an owner/operator in the industry

These info sessions are free and open to the public, but registration will be required. Held online, link to join will be emailed to you.

F1	Th	10-11:30 a.m.	Remote & Synchronous
		October 7	
F2	W	6-7:30 p.m.	Remote & Synchronous
		October 13	

2-Day Cannabis Career Training NON-112E \$95

This two-day workshop covers tips and strategies for navigating your way into the new and fast-growing legal marijuana industry, whether you are interested in working for others or want to participate as an investor or owner. Workshop topics will include:

- An overview of the marijuana industry and the issues it faces, both today and in the future
- An analysis of current regulations in MA for medical and adult-use licenses
- Considerations for investing in and/or working in the industry (including the careers available and the requirements for each position)
- An overview of capital requirements to compete in the industry



- Personal skills and attributes required for success
- The unique challenges faced by an owner/operator in this industry in areas such as banking, insurance, community and government relations
- A review of compliance and security considerations
- Important factors for running a successful, licensed retail, cultivation and manufacturing operation

You'll learn how to:

- Develop the soft skills necessary to either work in a management role in the industry or network and meet with potential investors in your own business
- Navigate and complete the license application process in Massachusetts
- Meet with government officials and community groups to educate about your project
- Put together a basic business plan

Workshop Day 1: Working in a cannabis dispensary

Workshop Day 2: Working in cannabis cultivation and processing.

Registration is required.

F1	W/TH	6-8 p.m.	Remote & Synchronous
		October 27-28	

Bunker Hill Community College (BHCC) does not endorse the use of cannabis products or purchasing products from our partner companies. BHCC's intent is to provide a public service by providing information about an emerging career track.

Online Learning through BHCC's Content Partners

Professional Development and Job Training Programs

ed2go ONLINE LEARNING

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, non-credit courses designed to teach you a new skill or refresh one.

Our Career Training Programs are designed to prepare you for a new career in an in-demand field.

- Instructor-facilitated
- Convenient—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 the more popular online offerings.

For more information and to register, visit ed2go.com/bunkerhill



Online Courses in Six Weeks

The following course descriptions are a sampling of the more popular online offerings. For more information and to register, visit ed2go.com/bunkerhill

A to Z Grant Writing \$115

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns and prepare proposals.

Computer Skills for the Workplace \$115

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Creating WordPress Websites \$115

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

Designing Effective Websites \$115

Learn powerful graphic design techniques and build websites that are both attractive and effective.

Discover Sign Language \$115

Discover the fun of learning sign language and using your hands to communicate with deaf people.

Effective Business Writing \$115

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Grammar Refresher \$115

Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course.

Human Anatomy and Physiology \$115

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

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.

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.

Using Social Media in Business \$115

Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest and Google+ —to grow and promote your business.

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.

Microsoft Office Specialist 2019 (MOS) Certification Training (Voucher included) \$2,495

This course prepares you for the Microsoft Office Specialist (MOS) 2019 certification exams for Word, Excel, PowerPoint, Access, and Outlook. By course completion, you will be fully prepared for the MOS certification exams.

AutoCAD 2018 with AutoCAD 3D (Voucher included) \$3,295

You will learn basic and advanced 2D and 3D functionalities for AutoCAD 2018. You will also acquire all the necessary tools to prepare for the Autodesk AutoCAD 2018 Certified Professional Exam.

Corporate Event Planner \$995

Become a corporate event planner! This course provides a detailed guideline that prepares individuals to become successful event planners in the business world.

Freight Broker/Agent Training \$1,895

Prepare to enter the freight/logistics industry. This program will provide the foundation to start your own freight broker business or become a freight agent.

Information Security Training (Vouchers Included) \$3,295

This training program covers all crucial areas of security including network security, cloud security, database security and even project management security procedures.

Java Programmer \$995

Learn Java programming in this training program that covers fundamental Java syntax elements and more advanced concepts.

Online Professional Development Bundles

Mobile and Desktop Web Developer \$2,995

Students who successfully complete this career course will have a solid background in all the latest technologies associated with web development for both desktop and mobile environments. At the end of the program, students will be able to build traditional and mobile websites.

Oracle SQL and PL/SQL + Python Developer + Java Programmer \$2,595

Master Oracle Programming in this combined online training. As the perfect starting point for those wanting to learn SQL, PL/SQL, Java and Python programming, this program will teach you everything from the basics to advanced practices.

SSCP Systems Security Certified Practitioner (Voucher Included) \$1,795

This training program is an ideal course for individuals interested in advancing their knowledge of information and systems security.

Online Professional Development Bundles

To register, go to: ed2go.com/bunkerhill

QuickBooks 2019 Series \$199

Master the fundamentals and more advanced functions of QuickBooks 2019. Create statements, use batch invoicing and manage journal entries.

Microsoft Excel 2019/ Office 365 Series \$324

Learn to use basic, intermediate and advanced features of MS Excel 2019.

Microsoft Office 2019/365 Value Suite \$324

Learn to use the basic features of Microsoft Word 2019, Microsoft Excel 2019 and Microsoft PowerPoint 2019, the three fundamental software programs used most in educational and professional settings.

SQL Series \$199

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 \$199

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.

Educator's Fundamentals Series \$299

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.

Accounting Fundamental Series \$199

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

Writing and Editing Value Suite \$299

Brush up on your grammar, writing and editing skills with this discounted bundle of online courses!

Photography Suite \$299

Learn everything from photography fundamentals to advanced portrait techniques to progress your photography hobby or turn it into a business.

Leadership Suite \$395

Leading a team requires a unique ability to manage teams, make decisions and work with a variety of personalities. Learn what you need to know to master all of these skills in the Leadership Suite.

Supervision and Management Series \$199

Whether you're new to managing employees or a seasoned pro, these courses will help you brush up on your leadership and interpersonal communication skills so you are better prepared to lead your team to success.



Parking Permits

Student parking is available in lots 1 and 2 on the Charlestown Campus, seven (7) days per week, from 6 a.m.–11 p.m. These lots are owned by the City of Boston and managed by ABM Parking Services. You may buy either a daily pass, at \$10 per day or a semester parking pass at \$60.

To purchase the daily permit at \$10 per day, you have to download the ParkMobile mobile app on your phone. Go to the App store – either Android or Apple – and download the ParkMobile app. With the app downloaded, you will drive to the campus.

Once you arrive at parking lots 1 or 2 at BHCC, launch the app and purchase your permit. The Zone # is 5850. Once you buy it you are good to park. There is a parking lot attendance there so the person will be able to assist you as well. The parking is good for the whole day until 10:30 pm. So park first, launch the ParkMobile app and then purchase the permit.

To purchase a semester parking pass at \$60, please visit bhcc.edu/parking. Rates are subject to change.

There is no student parking at the H-Building. Students must park at the Charlestown Campus and take the shuttle to the H-Building.

Bunker Hill Community College is not responsible for any damages and/or theft of any vehicle.

For any questions or concerns, call ABM at 617-482-2487 or see the parking lot attendant.

Cancellation and 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 refund, minus a 3% service fee. No refunds will be given after that time. The college may cancel a class due to low enrollment. Students will be notified 24–48 hours in advance and get full refund. If a student has paid by credit card, refunds will automatically be credited to the same credit card. Due to COVID-19, adjustments to the refund policy may be made on a case-by-case basis. Please contact the division at Commed@bhcc.edu for more information.

Student Benefits

Students who register for non-credit courses through our Elevate registration platform are considered Bunker Hill Community College students. As such, you have access to all services available to you at the college. These include, but not limited to:

- WiFi Access
- Library
- Academic Computer Lab
- Fitness Center
- Student Clubs
- Language Lab

Get Your BHCC Student ID Card

For fall 2021, non-credit students taking classes on campus are required to obtain a BHCC Photo ID at the BHCC ID station located at Student Central in the B Building lobby. To check on what to bring to get your photo ID and hours of operation, please visit: bhcc.edu/studentcentral/bhccidcard/

Student Central contacts:

Charlestown Campus,
Second Floor, B-Building Lobby,
e-mail: StudentCentral@bhcc.edu,
Phone: 617-228-2370.

Set Up Your BHCC Account & Accessing College Wi-Fi

As a non-credit student, you should set up your BHCC account to perform business at the college and gain access to Wi-Fi. Instructions on how to set up your account can be found here: <https://www.bhcc.edu/workforce/bookpurchase/>. Once you get to the page, scroll down to the section titled, “BHCC Self Retrieval Account Set Up”. Once you have self-retrieved your username and password, you are all set. If you have any issues with the self-retrieval process, you may contact the Helpdesk at helpdesk@bhcc.edu or 617-228-3441. Emailing the Helpdesk is faster. Once you have completed the password set up, you will be able to access the school’s Wi-Fi using your username and password.

Emergency Policy

The college may cancel classes due to emergency situations. All students should sign up to BHCC Emergency Alerts to obtain info about class cancellations and any other news. bhcc.edu/alertsignup



imagine the possibilities

Workforce and Community Education

Division of Workforce and Economic Development

Charlestown Campus
H-Building, Room H109
Phone: 617-228-2462
Fax: 617-228-2080
Email: commed@bhcc.edu

bhcc.edu/workforce

bhcc.edu/ce

Connect with us!

@BHCCBoston



Charlestown Campus | 250 New Rutherford Avenue, Boston, MA 02129 | 617-228-2000

Chelsea Campus | 70 Everett Avenue, Chelsea, MA 02150 | 617-228-2101

Charlestown | Chelsea | Chinatown | East Boston | Everett | Malden | Quincy | South End | Online

AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY

Bunker Hill Community College is an affirmative action/equal opportunity institution and does not discriminate on the 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, Titles VI and VII, 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). Inquiries concerning application of the above should be directed to Nahomi Carlisle, Esq., Associate Vice President, Chief Equity and Compliance Officer, Affirmative Action Officer and Section 504/ADA Coordinator, at 250 New Rutherford Avenue, Charlestown Campus, Room A307, Boston, MA 02129, phone: 617-228-3311; email nahomi.carlisle@bhcc.edu; for Title IX inquiries contact Carl Marcelin, Deputy Title IX Coordinator, phone: 617-228-2127; email carl.marcelin@bhcc.edu