![Bunker Hill Community College — imagine the possibilities]

SUMMER 2022

THE DIVISION OF WORKFORCE AND ECONOMIC DEVELOPMENT

Workforce and Community Education Catalog

Mass Competitive Partnership
(Customer Service or General
Professional Administrative Program)

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

SUMMER HIGHLIGHTS

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 employers. A range of employer services are available for more information:

If you are an employer, interested in customized training, internships or connecting with our programs and faculty, please email us at: employer.inquiries@bhcc.edu.

If you are an employer who wants to post a job, please click this link to set up a job posting account. Joinhandshake.com

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, Workforce 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
- Entrepreneurship and Small Business Support
- Adult Education and Transitions to College
- Language Institute-Intensive English, BELL and Foreign Languages.

  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 located on the second floor B-Building in the Main Campus using the red stand-alone kiosks 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

The Mission of the Division of Workforce and Economic Development

Mission: The Mission of the Division of Workforce and Economic Development is to provide opportunities for education and training leading to professional advancement and life-long learning while meeting the workforce needs of the communities we serve.

Vision: The WFED Division seeks to empower diverse learners with quality education that will advance career achievement and personal goals.

Instruction Modality:
(How will my classes be taught?)

How courses are taught and coded is outlined on the next page. 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

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IMPORTANT ANNOUNCEMENT

Vaccination is required for all Summer 2022 on-campus classes and for any student coming to campus to access services. Students must submit vaccination documentation or approved reasonable accommodation before they can register for an on-campus course.

Students registering for community education, workforce, and continuing education classes will need to submit proof of vaccination or a negative COVID-19 test through the Elevate registration process starting in Dec 2021/ January 2022. For more details please visit: bhcc.edu/covidvaccines

WebEx, Zoom or other video platforms. You can ask questions in real time and meet virtually face-to-face.

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.

Summer 2022 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.
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 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 are 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 commed@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):

• HUM 120-TC - Self, Culture and Society (3 credits)

• CIT-110-TC Computer Applications and Concepts (3 credits)

Spring semester courses (up to 9 credits):

• Students are encouraged to take courses in their program of study {major} or prerequisites for higher level courses.

• Students will receive vouchers that will pay for 2 classes of their choice

Summer Semester: (up to 9 credits)

• Optional (If needed): Math course, MAT093, Foundations of Mathematics (3 credits)

• Optional (If needed): Integrated course, ELL102 or ELL103 (6 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

SU1	T/Th	6-8:30 p.m.	Remote & Synchronous
		May 2–Jun. 28, 2022	

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.

SU1	Sa	9-1 p.m.	Remote & Synchronous
		June 4–Aug. 13, 2022	
SU2	T-TH	6-8.30 p.m.	Remote & Synchronous
		July 5–Aug.25, 2022	

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

WORKFORCE HIGHLIGHT

BE MASS COMPETITIVE PARTNERSHIP – COMING IN JUNE 2022

The Massachusetts Association of Community Colleges (MACC) in partnership with the Massachusetts Competitive Partnership (MACP) is pleased to announce the "Be Mass Competitive" Program. The goal of this workforce development initiative is to create employment opportunities at some of the Commonwealth's largest businesses aiming to meet labor needs in Massachusetts while increasing access to upwardly mobile employment opportunities.

Through this program, candidates will receive specialized training and career-placement services leading to upwardly mobile employment opportunities at some of the Commonwealth's largest employers. This program seeks to support and advance the successes of persons of color by providing pathways at MACP companies committed to building a diversified workforce. This opportunity is available at no cost to participants and stipends will be provided. Individuals with a high school diploma/equivalency or higher are eligible and encouraged to apply.

This joint initiative by MACC and MACP employers will include

- Up to twelve weeks of Customer Service or General Professional Administrative training by the Massachusetts Association of Community Colleges at either Bunker Hill Community College or Roxbury Community College at no cost to the student

- Up to twelve weeks of Customer Service or General Professional Administrative training by the Massachusetts Association of Community Colleges at either Bunker Hill Community College or Roxbury Community College at no cost to the student

- Paid on-the-job training opportunities at employers such as Bank of America, Wayfair, Suffolk, Mass General Brigham, and more

- Full-time job offers contingent on successful completion of learning modules and performance in on-the-job training

- Professional job coaching throughout training and into employment

To learn more, visit

masscc.org/be-mass-competitive

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

Project Success Methodology
PSM-100E-T1   **$1,495**
T/W   8 a.m.-5:30 p.m, Remote & Synchronous, PSI Instuctor
View summer schedule of classes on bhcc.edu/corporatetraining/projectmanagement

Project Success Methodology
PSM-100E-T2   **$1,495**
T/W   8 a.m.-5:30 p.m, Remote & Synchronous, PSI Instuctor
View summer schedule of classes on bhcc.edu/corporatetraining/projectmanagement

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

PSM Toolkit Class for Microsoft Project
PST-100E-T1 $895

TH   8 a.m.-5 p.m., Remote & Synchronous, PSI Instuctor

View summer schedule of classes on bhcc.edu/corporatetraining/projectmanagement

PSM Toolkit Class for Microsoft Project
PST-100E-T2 $895

TH   8 a.m.-5 p.m., Remote & Synchronous, PSI Instuctor

View summer schedule of classes on bhcc.edu/corporatetraining/projectmanagement

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

(six sessions at 3 hours each. Total Hours: 18)

SU01	T	6-9 p.m.	Remote & Synchronous
		June 28 –Aug.2, 2022	

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

(+ book price $42-$60)
(six sessions at 3 hours each. Total Hours: 18)

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

SU01	T	6-9 p.m.	Remote & Synchronous
		June 28–Aug 2, 2022	

TECHNOLOGY AND CAREERS
Healthcare Careers

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.

SU01   M/W   **Remote & Asynchronous
              June 1- Aug 26, 2022

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.

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

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.

SU02   T/TH   **Remote & Asynchronous
              June 14–Aug 2, 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 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.

SU01	T/TH	**Remote & Asynchronous
	June 7–Sept 13, 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 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

WORKFORCE HIGHLIGHT

Do you want the dream job of working to keep our nation's technical infrastructure safe?
THE CYBERSECURITY TRAINING CERTIFICATE IS THE TRAINING FOR YOU!

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.

Meetings 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 nostarch.com/packetanalysis3. Book Title: Practical Packet Analysis Using Wireshark to Solve Real-World Network Problems, 3rd Edition by Chris Sanders.

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

To determine if you qualify for the Cybersecurity Training Certificate Program, you must meet one of the four prerequisites found here: bhcc.edu/corporatetraining/cybersecuritytrainingcertificate/

Cyber Attack and Defense: Immediate Immersion
NON-108E **$1,599**
(+ book price estimated $50)

01	Hybrid & Remote
	May 5 – June 16, 2022

Cyber Defender 1
NON-109E **$1,999**

N01	Hybrid & Remote
	June 30 – Sept 1, 2022

Cyber Defender 2
NON-110E **$1,999**

N01	Hybrid & Remote
	Sept. 15 – Nov. 17,2022

THE LANGUAGE INSTITUTE

The BHCC Language Institute offers different language courses for different needs. From full-time 20 hour per week Intensive English to Spanish for Beginners, the Language Institute can provide the right instruction for your language needs.

Basic English Language Learning

Basic English Language Learning (BELL) offerings are non- credit courses intended for students with limited knowledge of the English language who wish to improve their skills. Start by completing the ELL Guided Self-Placement (GSP). This assessment will tell you which English Language program is right for you based on your proficiency level. If the GSP recommends you for placement into BELL classes, complete the BELL Intake and Placement Survey. This survey will place you into the correct level in the BELL program.

For class schedules visit bhcc.edu/bell

For more information, contact Sonia Sharma at Ssha4746@bhcc.edu or 617-228-2462.

Intensive English Program

Our Intensive English Program supports English Language Learners in their educational, professional, and personal goals by providing rigorous multi-level English Language instruction, and by accommodating the needs of both traditional and non-traditional students through affordable access to language instruction. In the Intensive English program, classes run for five hours, four days a week, for seven weeks. You will receive 20 hours of classroom instruction per week for a total of 140 hours of classroom instruction.

For more information and for class schedules visit bhcc.edu/ce/intensiveenglish

Beginning Spanish and Beginning French

These courses are designed for people with little or no background in the languages, with a convenient weekend schedule, for your job, in your community or for travel.

For more information and class schedules visit bhcc.edu/ce/languageinstitute/spanish

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.

SU01   T/TH   **Remote & Asynchronous
                 June 14–Aug 9, 2022

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.

Please reach out to Lateia Johnson at lmjo8989@bhcc.edu if you are interested in any of these health careers.
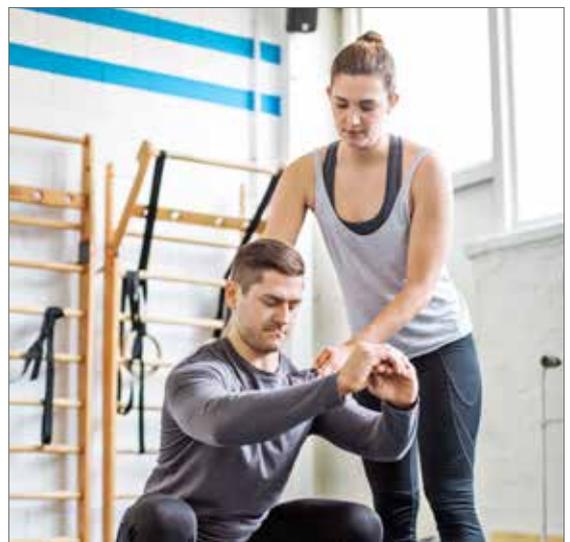
** will turn into "Lab and Remote" once there are six or more students

Hybrid Certified Personal Trainer Course $1,299

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

SU01	S	9 a.m.-4 p.m.
		June 4–July 9, 2022

Bonus Optional Lab w/ GOLD or BYE weekend–July 2, 2022
National Exam Date–July 16, 2022

THE LANGUAGE INSTITUTE
English as a Second Language

Beginner English as a Second Language (BELL)
These BELL offerings are non-credit courses for students with limited knowledge of the English language. Classes prepare English learners for college classes 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 create an account and then take a placement test. Visit bhcc.edu/bell and follow the five steps to register.

Beginner Speak/Listen and Read/Write
BLL-001 $389
This introductory course is for non-native speakers who want to begin learning English.

L5SU	T-TH	6-9 p.m.	In-person
L5SUSO	T/TH	6-9 p.m.	Somerville In-person
		June 6–Aug. 13, 2022	

Beginner 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.

K6SU	M/W	9 a.m.- 12 p.m.	In-person
		June 6–Aug. 13, 2022	
L5SU	T/TH	6-9 p.m. In-person	
		June 7–Aug. 14, 2022	
K6SUSO	M/W	9 a.m.-12 p.m.	Somerville In-person
L5SUSO	T/TH	6-9 p.m.	Somerville In Person

Beginner 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.

K5SU	M/W	9 a.m.-12 p.m.	Remote
K7SU	M/W	12-3 p.m.	Remote
L6SU	T/TH	6-9 p.m.	In-person
K5SUSO	M/W	9 a.m.-12 p.m.	Somerville Remote
L6SUSO	T/TH	6-9 p.m	Somerville In Person
		June 6–Aug. 13,2022	

Beginner 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.

K5SU	M/W	9 a.m.-12 p.m.	Remote
K7SU	T/TH	9 a.m.-12 pm June 6–Aug. 13, 2022	Remote
L6SU	T/TH	6-9 p.m. June 7–Aug. 14, 2022	Remote
K5SUSO	M/W	9 a.m.-12 pm.	Somerville Remote

K7SUSO	T/Th	9 a.m.-12 p.m.	Somerville Remote
L6SUSO	T/Th	6-9 p.m	Somerville Remote
		June 6–Aug. 13, 2022	

Beginner 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.

K1SU	M/W	9 a.m.-12 p.m.	Remote
L5SU	T/Th	6-9 p.m.	TBA, Remote
K1SUSO	M/W	9 a.m.-12 p.m.	Somerville Remote
L5SUSO	T/TH	6-9 p.m.	Somerville Remote
		June 6–Aug 13, 2022	

MEDICAL INTERPRETER PROGRAM

BHCC is offering a free Medical Interpreting program for people fluent in Spanish, Portuguese, Arabic, or Mandarin Chinese.

In collaboration with Brigham and Women's Hospital, the program is:

> 60 hours of remote instruction and up to 20 hours prep for national exam - NBCMI (National Board of Certified Medical Interpreters)

> 40 hours Internship at BWH

Cost is $899 per person. R3 Scholarships are available for those the meet the financial criteria

To apply, please contact
Lateia Johnson, R3 Program Coordinator at lmjo8989@bhcc.edu

Summer and Fall classes -
Dates to be determined.

THE LANGUAGE INSTITUTE
INTENSIVE ENGLISH CLASSES

TERM 1 (SU11):
MAY 17–JULY 1, 2022
TERM 2 (SU21):
JULY 5–AUGUST 19, 2022

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 Summer 2022

Intensive English courses are offered In Terms 1 and 2. Each term Is seven weeks In duration. The course runs 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 and can dedicate 20 hours per week studying, please email IntensiveEnglish@bhcc.edu to schedule your placement test.

Total hours: 140 hours for 7 weeks of program.

The cost of a seven-week class is $1,115, which must be paid in whole at the start of classes.
There is no payment plan for these classes.

SU11	T/W/Th/F In-person	9 a.m.-2 p.m. May 17–July 1, 2022	
SU21	T/W/Th/F In-person	9 a.m.-2 p.m. July 5–Aug. 19, 2022	
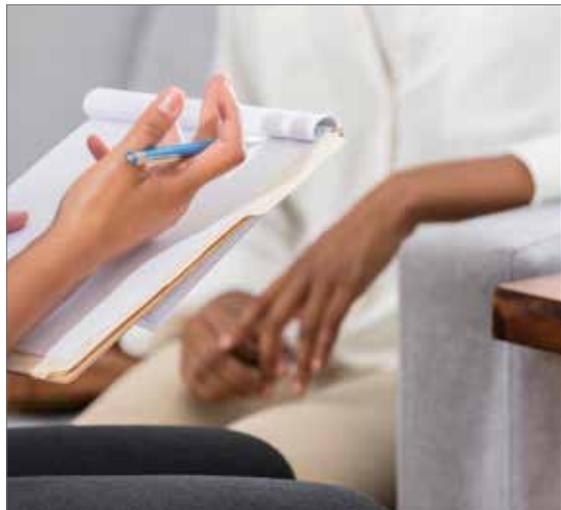
English Study for Au Pairs - Intermediate APU-003E **$639**

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.

Total hours: 84 hours for 7 weekends (Saturday and Sunday).

Placement required before registration. Please email IntensiveEnglish@bhcc.edu to request placement testing.

SU11	Sa/Su	9 a.m.-3 p.m. May 14–June 26, 2022	Remote
SU21	Sa/Su	9 a.m.-3 p.m. July 9–Aug. 21, 2022	Remote

(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.

Total hours: 84 hours for 7 weekends (Saturday and Sunday).

Placement required before registration. Please email IntensiveEnglish@bhcc.edu to request placement testing.

SU11	Sa/Su	9 a.m.-3 p.m.	Remote
		May 14–June 26, 2022	
SU21	Sa/Su	9 a.m.-3 p.m.	Remote
		July 9–Aug. 21, 2022	

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. | Remote & Synchronous |
| | | May 28–July 2, 2022 | |

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. | Remote & Synchronous |
| | | July 16–Aug 20, 2022 | |

French

Beginning French $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.

| May 18, 2022 | Remote & Synchronous |
| June 15, 2022 | Remote & Synchronous |

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

Mandarin Chinese

Beginning Mandarin Chinese Intensive I (Levels 101–102)

This class is designed for students who are interested in studying Mandarin Chinese at a fast pace, completing Beginning Chinese 101 and 102 in 12 weeks. Upon completion, a solid foundation will be established both in pronunciation (initials, vowels and most importantly, the tones) and fundamental knowledge of the Chinese characters.

Students will be able to carry out basic greetings and some conversation on daily interactions and master about 120 Chinese words and expressions.

The textbook for this course is Integrated Chinese. The teacher will provide the connection.

* You may purchase online for practice book.

Sunday 9:30-11 a.m.
12 sessions (18 hours)
$240 member / $280 non-member
(plus a $20 non-refundable registration fee)

Online Learning through BHCC's Content Partner

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. These classes are provided through BHCC's content partner, ed2Go, and students register through ed2Go.

For more information and to register,

visit **ed2go.com/bunkerhill**

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. These classes are provided through BHCC's content partner, ed2Go, and students register through ed2Go

Certified Medical Administrative Assistant with Medical Billing and Coding
(Vouchers Included)   **$3,495**
careertraining.ed2go.com/bhcc/training-programs/certified-medical-administrative-assistant-with-medical-billing-coding-voucher-included

Certified Professional Life Coach
(Exam Included)   **$1,795**
careertraining.ed2go.com/bhcc/training-programs/certified-professional-life-coach/

Digital Marketing Strategist   **$3,595**
careertraining.ed2go.com/bhcc/training-programs/digital-marketing-strategist/

Entrepreneurship: Start-Up and Business Owner Management
(Voucher Included)   **$2,495**
careertraining.ed2go.com/bhcc/training-programs/entrepreneurship-start-up-business-owner-management-voucher-included/

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.

Human Resources Professional with Payroll Practices and Management   **$2,995**
careertraining.ed2go.com/bhcc/training-programs/human-resources-professional-payroll-practice-management/

HVAC/R Technician
(Voucher Included)   **$2,895**
careertraining.ed2go.com/bhcc/training-programs/hvacr-technician/

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.

Medical Billing and Coding
(Voucher Included)   **$2,995**
careertraining.ed2go.com/bhcc/search-results/?term=Medical+Billing+and+Coding+(Voucher+Included)

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

Professional Bookkeeping with QuickBooks Online   **$3.495**
careertraining.ed2go.com/bhcc/training-programs/professional-bookkeeping-quickbooks-online-with-payroll-practice-management/

Residential Electrician
                $2,495
careertraining.ed2go.com/bhcc/search-results/?term=Residential+Electrician

Online Professional Development Bundles
To register, go to: **ed2go.com/bunkerhill**

These classes are provided through a third party and students are registering outside of BHCC system.

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.

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.

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.

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 From there they can walk (10 minutes) or find another mode of transportation to 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 are given after that time. The college may cancel a class due to low or no enrollment. Students will be notified of the cancellation within 24–48 hours prior to the start of the class. Students receive a full refund if the college cancels a class. If a student has paid by credit card, refunds are automatically 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.

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:

- Wi-Fi Access
- Library
- Academic Computer Lab*
- Fitness Center
- Student Clubs
- Language Lab

To access these services you must set a Bunker Hill email and self service account. For instruction consult the page bhcc.edu/workforce/bhccstudentemailandaccountsetup/

Get Your BHCC Student ID Card

For Summer 2022 non credit students taking classes on campus should obtain a BHCC Photo ID. Please visit.bhcc.edu/studentcentral/bhccidcard for instructions.

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 are found here: bhcc.edu/workforce/bhccstudentemailandaccountsetup .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 emergencies. All students should sign up to BHCC Emergency Alerts to obtain info about class cancellations and any other news. bhcc.edu/alertsignup

Bunker Hill Community College
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

If you are an employer, interested in customized training, internships or connecting with our programs and faculty, please email us at:

employerinquiries@bhcc.edu

If you are an employer who wants to post a job, please go to this link to set up a job posting account.

Joinhandshake.com

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