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

SUMMER HIGHLIGHTS

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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 visit joinhandshake.com to set up a job posting account.

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.

Chelsea Campus
70 Everett Avenue
Chelsea, MA 02150
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/cee-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.

Cancellation and Refund Policy
Students may cancel enrollment in a Community Education course. Cancellations made before the course start date will receive a refund minus 3% administration fee. There is no refund once the course has started. For Intensive English and BELL courses, the refund policy is as follows: Prior to class start and up to 3 days after class start: Full refund minus 3% administrative processing fee.

The college reserves the right to delay the course start date to gain the minimum enrollment to run the class. In such case, students will be notified of the course delay. If the college cancels a class due to no or low enrollment, students will be notified 24 – 48 hours in advance of the course start date and get full refund. If a student has paid by credit card, refunds will automatically be credited to the same credit card.
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.

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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 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.

continued
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.

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. You may also go to the bookstore to buy your book. Before you go, visit bkstr.com/bhccstore/store-hours to view their store hours. 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.
Test Preparation/Project Management

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 30–Jul 20, 2023

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 a.m.-1 p.m. Remote & Synchronous
June 3–Aug 12, 2023
SU2 T-TH 6-8:30 p.m. Remote & Synchronous
July 11–Aug 31, 2023

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

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
HUMAN RESOURCE MANAGEMENT

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

course meets PMP’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.

SU01 T 6-9 p.m. Remote & Synchronous
May 20–Aug 5, 2023

WORKFORCE HIGHLIGHT

BE MASS COMPETITIVE PARTNERSHIP – COMING IN JULY 2023

The Massachusetts Association of Community Colleges (MACC) in partnership with the Massachusetts Competitive Partnership (MACP) is pleased to continue 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 ten weeks of Customer Service or General Professional Administrative training by the Massachusetts Association of Community Colleges at Bunker Hill Community College at no cost to the student
• Paid on-the-job training opportunities at employers such as Bank of America, Boston Scientific, John Hancock, 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

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
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.

SU01 S 9 a.m.-2 p.m.  Remote & Synchronous
Jun 10–Jun 24, 2023

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,
- 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.

Project Success Methodology
PSM-100E $1,495
SU1 T/W 8 a.m.-5:30 p.m.  Remote & Synchronous, PSI Instructor
Aug 8–Aug 9, 2023

T2 T/W 8 a.m.-5:30 p.m.  Remote & Synchronous, PSI Instructor
May 9–May 10, 2023

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

Software: Currently the class supports Microsoft Project 2013, 2016 and 2019 versions
PSM Toolkit Class for Microsoft Project
PST-100E $895
SU1 TH 8 a.m.-5 p.m. Remote & Synchronous, PSI Instructor
Aug 10, 2023

Test of Essential Academic Skills® (TEAS)
Prep for Reading and Grammar
TRG-101E $205
(+ book price $40)
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
(+ book price $40)
(six sessions at 3 hours each. Total Hours: 18)
SU01 T 6-9 p.m. Remote & Synchronous
Jun 20–Aug 1, 2023

Test of Essential Academic Skills® (TEAS)
Prep for Math and Science
TSG-101E $205
(+ book price $40)
(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 W 6-9 p.m. Remote & Synchronous
Jun 21–Aug 2, 2023

TECHNOLOGY AND CAREERS
Cybersecurity Training Certificate
If you are interested in Cybersecurity and you have computer experience, this program is for you. To determine if you qualify, please review the prerequisite requirement on our landing page bhcc.edu/corporatetraining/cybersecuritytrainingcertificate. You may not enroll in the program until you have submitted the required information for evaluation. Once approved, you will be notified to enroll in the program.

There are two main courses in the program:

NON-108E “Cybersecurity: Immediate Immersion” – Thinking like an attacker and network traffic analysis
This course requires a textbook, which can be purchased at the publisher’s website. Once registered, the book may be purchased here: nostarch.com/packetanalysis3.

NON-118E Cybersecurity Defense builds on the defensive skills and experience students gained in Immediate Immersion. The twelve-week course is designed to impart a strong foundation of defensive information security skills, preparing students for entry-level careers as security operations center analysts and digital forensics analysts. Students work through six online real-life tasks in a private cloud environment with help, advice and feedback from a knowledgeable mentor and extensive online learning resources. The tasks are embedded in the realistic, but fictional, context of work as an entry-level employee of a government cyber operations agency.
This course includes the following tasks:
• Analyze a remote intrusion attempt.
• A security operations center analyst has seen evidence of a password cracking attempt within a key network. Students analyze a packet capture file and event logs within a security information and event management system (the Splunk SIEM) to determine if any passwords were compromised and if the network was breached as a result.
• Investigate an incident using a SIEM.
• Students analyze a possible “watering hole” attack in which clicking on a malicious link embedded in an otherwise legitimate website launches an exploit kit that infects a user’s machine with a “banking trojan.”
• Compile indicators of compromise to guide forensic analysis.
• Students use a “hash” of a possible malware-
Technology and Careers

containing file to conduct research using VirusTotal, online sandboxes, and open source intelligence sources to determine specific indicators of compromise to guide forensic analysis of memory and file system images of infected devices.

- Examine a compromised host’s memory.
- Students perform a forensic examination of a memory image taken from a computer to identify sophisticated malware that infected the system.
- Conduct a forensic disk examination.
- Students perform disk forensics on an infected system. By analyzing an image of the computer’s file system, the students are able to identify malware infections and to create a timeline for the attack.
- Close your investigation.

- Students are asked to conclude their investigation by compiling a timeline for the attack and writing a comprehensive report for technical and non-technical stakeholders.

Upon successful completion of the two courses, you will separately enroll in Udemy’s 21-hour CompTIA Security course, which includes the SY0-601 exam. You will also purchase the full-length CompTIA Security+ (SY0-601) Practice Exams. Combined, your purchase of both the course and practice exams from Udemy will be about $40.00*.

*Please note: Prices are subject to change and BHCC has no control of the tuition cost charged by Udemy.

Udemy is a global teaching and learning platform that provides online video courses. You must continue your learning through Udemy immediately

WORKFORCE HIGHLIGHT

SOMERVILLE ESOL PROJECT

Bunker Hill Community College and The Welcome Project are offering no-cost English as a Second Language Classes through generous support from the City of Somerville.

To qualify for these classes, you must:

- Be a Somerville Resident
- Be age 18 or older
- Document that you are from a low-income household

All levels of English learners are welcome!

The program will include customer service-focused training and job-seeking skills.

Day and evening classes will be held online, at The Welcome Project in Somerville and at Bunker Hill Community College in Charlestown.

Want to learn more? Please visit: bhcc.edu/somerville-esol

Customer Service & Career Readiness Class

Upon completion of your FREE English course, you will enroll in the FREE Customer Service and Career Readiness Course. This is a hybrid course that will meet one day in person and two virtually. This course will cover the following topics:

- Understanding of professional behavior in a business setting
- Understanding of professional appearance and dress at work
- Learn the standards for actions and attitudes at work
- Learn the importance of business etiquette
- Learn how to make a positive first impression

Summer 2023 Course Dates/Times:

Monday, August 14, 2023, 9 a.m. – 4 p.m. In person
Tuesday, August 15, 2023, 10 a.m. – 2 p.m. Remote
Wednesday, August 16, 2023, 10 a.m. – 2 p.m. Remote

Want to learn more? Please visit: bhcc.edu/somerville-esol/customerservicecareerreadinessclass

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

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
after successfully completing your 18-week training. The program’s cybersecurity mentors will support you as you work through the Udemy course. In total, you are looking at 24 weeks, or six months, to complete the training and be ready to sit for the national exam. Once you pass the CompTIA Security exam, you will earn your industry-recognized credential. Links to Purchase
the Supplementary Training Through Udemy

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

Immediate Immersion is designed to impart initial cybersecurity skills in six weeks of study at 25 hours per week to help students determine if careers in cybersecurity are right for them. Students work through three online real-life tasks (about two weeks per task).

Cybersecurity: Immediate Immersion includes the following tasks:

• Exploit a website (and fix its vulnerabilities)
• Insider threat?
• Analyze malicious network traffic

This course requires a textbook, which can be purchased at the publisher’s website. As soon as you have registered for the course, you will buy the book: nostarch.com/packetanalysis3

Immediate Immersion students are expected to spend 15 - 25 hours per week on the course. We have a one-hour Zoom meeting each week where everyone has a chance to discuss what they are working on, ask questions, and work together on the current task.

Immediate Immersion is a mentor-driven course. Students are not expected to get by entirely on their own. A significant amount of independent study is involved, but it’s more like “assisted study.” Outside of weekly meetings, mentors regularly communicate with students on Slack and assist them as needed as they progress through the course.

SU01 TH Hybrid (Combination of self-study and instructor-led, remote) Jun 15–Jul 21, 2023

If hired, you will begin working at Triumvirate in a full-time 30-40 hours per week job with full benefits at a competitive rate of $22 an hour. While employed at the company, Triumvirate will cover your college tuition and fees at BHCC (a $13,700 value). Pick any program of study you would like!

Submit a commitment-free application of interest here:
bhcc.edu/workforce/grantsandfinancialassistance/triumviratebhccpartnership

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

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
Cyber Defense (12 weeks)  
NON-118E $ 3,999

Cyber Defense builds on the defensive skills and experience students gained in Immediate Immersion. The twelve-week course is designed to impart a strong foundation of defensive information security skills, preparing students for entry-level careers as security operations center analysts and digital forensics analysts. Students work through six online real-life tasks in a private cloud environment with help, advice and feedback from a knowledgeable mentor and extensive online learning resources. The tasks are embedded in the realistic, but fictional, context of work as an entry-level employee of a government cyber operations agency.

Pre-requisite course: Immediate Immersion. You must have successfully completed the six-week Immediate Immersion course to be eligible to take Cyber Defense.

SU01 Hybrid (Combination of self-study and instructor-led, remote)  
Jul 31 - Oct 27, 2023

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 Commonwealth of Massachusetts. The course covers all the key topics that are critical to food safety, including preventing cross-contamination, understanding foodborne illnesses, and implementing proper food handling procedures. Exam procedures, testing time, personal hygiene, cross contamination, time and temperature, receiving and storage, food safety management systems, training hourly employees, and more are taught. You will be given ample opportunities to review and practice for the exam. We want you to feel confident and well-prepared for the certification exam, and this course will help you achieve your goal.

The deadline to register for this course is seven days prior to the class start date. The book must be purchased separately from the ServSafe website. Please visit this page for book ordering details: bhcc.edu/workforce/career/servsafemanagerfoodsafetytraining.

The course meets virtually for four evenings over Zoom (T-F). On the fifth and last day (Saturday), the class will meet in-person at the Charlestown campus. You will be notified of your room assignment. You must bring your book with the included exam answer sheet to the last class.

ServSafe Five-day Manager Training  
SLF-102E $205

SU01 TWTHF 7-9 p.m. Remote & Synchronous  
Jul 11 - Jul 14, 2023  
S 10 a.m. - 1 p.m. In person  
Jul 15, 2023

Hybrid Phlebotomy Technician Certification with Clinical Externship  
(NWCA exam voucher included)  
NON-855E $1,919

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.

While the instructor-led Zoom sessions are not mandatory, participation will be beneficial to your studies. You will still maintain your self-study schedule. With six or more students, in-person labs will take place at the Chelsea campus near the end of the program. There are a total of six lab sessions
Healthcare Careers

with each session being 3.5 hours in duration. You will be notified of the lab meeting dates.

**Hybrid EKG Technician Program**

**NWCA exam voucher included**

NON-856E $1,419  
(e-book 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 will 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.

**Hybrid Veterinary Assistant Certification Program with Clinical Externship**

**NWCA exam voucher included**

NON-901E $2,219  
(e-book 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.

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
Hybrid Dental Assisting Technician Program with Clinical Externship  
(NWCA exam voucher included)  
NON-900E  $1,419  
(e-book 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.  

SU01 M/W **Remote & Asynchronous  
Jun 12–Aug 7, 2023  

If six or more students are enrolled:  
An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for one or 1.5 hours between the hours of 6-9 p.m. M & W.  

In-person labs at the Chelsea main campus, 70 Everett Avenue, Chelsea, MA (Room 402, 4th floor):  
Lab Meeting Times:  
M 6-9.30 p.m.  
Jul 10–Aug 7, 2023  

Please reach out to Lateia Johnson at lmjo8989@bhcc.edu if you are interested in any of these health careers.  

Hybrid Certified Personal Trainer Course  
$1,299  
Register online for this course by visiting 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. 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 purchase at amazon.com.  

Hybrid CPT - Weekend  
Start – May 6, 2023, End – June 10, 2023  
BYE study weekend –May 27, 2023  
National Exam Date –June 17, 2023  
Virtual lectures – 9 a.m.-12 p.m. EST  
In-Person Practical skill labs – 1-4 p.m. EST  

Hybrid CPT - Weeknight  
Start – Tuesday, June 6, 2023, End - July 15, 2023  
BYE study weekend – July 4 & 8, 2023  
(special new mid-course study week)  
End – Saturday, May 2 & May 6, 2023  
National Exam Date – July 18-22, 2023  
Written Exam – 6:30-8:30 p.m.;  
Practical Exam – 12-5 p.m. on Saturday  
at the gym location.  
Virtual Lectures – 6:30-9:30 p.m. EST, Tuesdays  
In-Person Practical skill labs – 12-3 p.m. EST, Saturdays  

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
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/cce-catalog and follow the five steps to register.

Beginner Speak/Listen and Read/Write
BLL-001E $389
This introductory course is for non-native speakers who want to begin learning English.
L5SU T/TH 6-9 p.m. In-person
L6SU M/W 9 a.m.-12 p.m. In-person
Jun 5–Aug 11, 2023
L5SUOS T/TH 6-9 p.m. In-person
L6SUOS M/W 9 a.m.-12 p.m. In-person

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.
K6S2 T/TH 9 a.m.-12 p.m. In-person
L5SU M/W 6 p.m.-9 p.m. In-person
K6SUOS T/TH 9 a.m.-12 p.m. In-person
L5SUOS M/W 6-9 p.m. Jun 5–Aug 11, 2023

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 T/TH 9 a.m.-12 p.m. In-person
K7SU M/W 12-3 p.m. In-person
L6SU T/TH 6-9 p.m. In-person
K5SUOS T/TH 9 a.m.-12 p.m. In-person
K7SUOS M/W 12-3 p.m. In-person
L6SUOS T/TH 6-9 p.m. Jun 5–Aug 11, 2023

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
Language Institute

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  T/TH  9 a.m.-12 p.m.  Remote
L5SU  M/W  6-9 p.m.  In-person
K1SUSO  T/TH  9 a.m.-12 p.m.  Remote
L5SUSO  M/W  6-9 p.m.  In-person  Jun 5–Aug 11, 2023

THE LANGUAGE INSTITUTE
Intensive English Classes

TERM 1 SU (11):  May 16–Jun 30, 2023
TERM 2 SU (21):  Jul 11–Aug 25, 2023

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 2023

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. Weekend 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.

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 W/F  10 a.m.-1 p.m.  In-person  May 17–Aug 4, 2023

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.

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

SU11 W/F  10 a.m.-1 p.m.  In-person  May 17–Aug 4, 2023

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
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.

SU1 Sa 9 a.m.-12 p.m. Remote & Synchronous
Jun 3 – Jul 15, 2023

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.

SU1 Sa 9 a.m.-12 p.m. Remote & Synchronous
Jul 22 – Aug 26, 2023

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.

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
such as “please” and “thank you.” You will also learn numbers, days of the week, months of the year, and telling time.

May 17, 2023   Remote & Synchronous
Jun 14, 2023   Remote & Synchronous
Jul 12, 2023   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.

Please view this link for available classes.
chinesecultureconnection.org/chinese-language-school

WORKFORCE HIGHLIGHT
MARINE TECHNOLOGY PROGRAM
BHCC is pleased to announce its partnership with Mass Marine Trades Association, Mercury Marine University and local employer Boston Boat Works to pilot a program for marine technician/mechanic program to meet the demands of the MA boating industry. Marine Technicians earn an average wage of $45,000-50,000 per year with a growth potential of five percent across the state. The average wages for technicians have increased approximately 30% over the last few years.

*Tuition is free for those that are going to work in the Marine Industry and for those who qualify for the Good Jobs Challenge or Rapid Recovery & Reemployment (R3).

Classes are held in person at Boston Boat Works in Charlestown teaching ABYC text and workbooks Fundamentals of Marine Service Technology and Mercury University Systems Basics.

This program is for entry-level participants with little or no experience in the field.

Previous experience is desirable but not necessary. Interested participants should have a high school diploma/equivalent or 1-3 years experience in the field.

To learn more, visit bhcc.edu/workforce/career/marinetechprogram

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
CANNABIS CERTIFICATE PROGRAMS

Cannabis skills are in demand. The cannabis industry is creating thousands of exciting career opportunities yet a significant shortage of qualified professionals exists. Now you can gain the job skills you need to succeed in this fast-evolving industry.

Bunker Hill Community College has partnered with cannabis education platform Green Flower Media to produce credible cannabis programs. Green Flower’s content curriculum features trusted information and perspectives from industry-leading cannabis professionals, delivered in a format designed using best-in-class learning practices. We offer three different programs that develop focused and in-depth knowledge for those interested in a career in cannabis.

Advanced Manufacturing Agent Certificate
Gain advanced job skills and knowledge to excel in a manufacturing role in the cannabis industry. You will study a range of topics, including the business of cannabis extraction, product development, formulation and plant ensemble, extraction processes and principles, product safety, packaging and labeling, pest control, product testing, storage and more.

Advanced Dispensary Associate Certificate
Gain advanced job skills and knowledge to excel as a dispensary associate. You will study a range of topics, including the history and botany of the cannabis plant, cannabinoids, terpenes, and the Endocannabinoid System, as well as health and safety training, best security procedures, inventory tracking, the importance of documentation and recordkeeping, and product safety.

Advanced Cultivation Technician Certificate
Gain advanced job skills and knowledge to excel in a cultivation role in the cannabis industry. You will study a range of topics, including the business of cannabis cultivation, botany and genetics of the cannabis plant, seeds, germination, cloning, light sources, pests, disease and threat management, irrigation, product safety, packaging and labeling, storage, and more.

Upon graduation, you will earn a certificate of completion from Bunker Hill Community College.

To learn more, please visit: bhcc.edu/cannabis-training
To apply please contact: Jack Chan at jchan@bhcc.edu

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
Online Learning through BHCC’s Content Partner
Professional Development and Job Training Programs

ed2go ONLINE LEARNING

In partnership with our content partner, ed2go, we offer a wide range of highly engaging, interactive, and relevant non-credit courses that you can take entirely over the Internet.

You may choose self-paced or instructor led. All of our courses include expert instructors, many of whom are nationally known authors. These online courses are affordable, fun, fast, convenient, and geared just for you.

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 careertraining.ed2go.com/bhcc

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
In-Demand Career Training Online Programs

Prepare for employment in some 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 our ed2go and BHCC partner site.

ADVANCED CAREERS TRAINING DROP POLICY:

WITHIN THE 10 DAY GRACE PERIOD

Students enrolled in an Advanced Career Training Program have 10 calendar days from the date they sign their Student Enrollment Agreement to advise ed2go of any need to drop their program for a refund. During this time frame, students can submit their drop/refund request to their Student Advisor.

PLEASE NOTE:

• The 10-day refund policy may not apply to all programs. Some programs are non-refundable once the student has received a start date for the program.

• Students may be responsible for material costs, if materials are not returned to ed2go, or received back in less than new condition.

All students who enroll in the Advanced Career Training Program must sign an SEA before they begin their career program. Please see the Student Enrollment Agreement here:

ED2GO.COM/CAREER/STUDENT-AGREEMENT

ed2go’s refund policy is subject to change. Please check with ed2go’s Student Advisor for the latest refund policy.

Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included) $3,695
Administrative healthcare workers are in high demand. Whether you are just starting your career or transitioning into a different field, there has never been a better time to become a Certified Medical Administrative Assistant or work in medical billing and coding.

careertraining.ed2go.com/bhcc/training-programs/certified-medical-administrative-assistant-with-medical-billing-coding-voucher-included

Certified Professional Life Coach (Exam Included) $1,895
This certification course teaches the critical skills needed to establish a successful business as a certified life coach. Upon course completion, you will receive the Certified Professional Coach (CPC) certification issued through the International Association of Professional Recovery Coaches (IAPRC).

careertraining.ed2go.com/bhcc/training-programs/certified-professional-life-coach

Certified Residential Interior Designer $2,145
Prepare for a career as a residential interior designer by learning the basics of good design, getting familiar with design styles and movements, exploring the materials that interior designers use, and putting your knowledge to work as you create your own design concept for a family room.

careertraining.ed2go.com/bhcc/training-programs/residential-interior-designer-course-online

Entrepreneurship: Start-Up and Business Owner Management (Voucher Included) $2,795
Build a strong foundation in the skills needed to succeed as an entrepreneur. You’ll learn how to use financial techniques, legal structures, funding sources and more to grow your start-up business.

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.

HVAC/R Technician (Voucher and tools Included) $4,395
This course will train you to service, maintain, and troubleshoot complex heating, ventilation, air conditioning, and refrigeration systems. You will also gain the necessary situational knowledge and technical skills to prepare for an entry-level role in the HVAC/R field.

careertraining.ed2go.com/bhcc/training-programs/hvacr-technician-voucher-tools-included

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
### In-Demand Career Training Online Programs/
### Online Professional Development Bundles

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost</th>
<th>Description</th>
<th>Registration Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Supply Chain Professional</td>
<td>$2,295</td>
<td>Train to become a Certified Supply Chain Professional (CSCP). This course covers all facets of supply chain management.</td>
<td>careertraining.ed2go.com/bhcc/training-programs/certified-supply-chain-professional-cscp</td>
</tr>
<tr>
<td>Medical Billing and Coding (Voucher Included)</td>
<td>$2,995</td>
<td>Train for an in-demand healthcare career in medical billing and coding and prepare for industry certification in this course.</td>
<td>careertraining.ed2go.com/bhcc/training-programs/medical-billing-coding-voucher-included</td>
</tr>
<tr>
<td>Oracle SQL and PL/SQL + Python Developer + Java Programmer</td>
<td>$2,595</td>
<td>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.</td>
<td>careertraining.ed2go.com/bhcc/training-programs/python-pl-sql-java-developer-program</td>
</tr>
<tr>
<td>Certified Digital Marketing Professional (Voucher Included)</td>
<td>$1,995</td>
<td>Learn search engine optimization, content marketing, social media marketing, mobile marketing, pay-per-click (PPC), conversion optimization, digital analytics, and email marketing to get a holistic understanding of digital marketing.</td>
<td>careertraining.ed2go.com/bhcc/training-programs/certified-digital-marketing-professional-voucher-included</td>
</tr>
</tbody>
</table>

### Online Professional Development Bundles

To register, go to: ed2go.com/bunkerhill

These online classes are offered through our content partner, ed2go. They are affordable, fun, fast, and convenient. The following drop policy is for non-Advanced Career Training programs.

**DROP POLICY:**
- **ILC Stand-alone Course and SPT:**
  - Enrollments can be dropped and refunded for up to thirteen (13) calendar days after the session access start date as shown in the OAC provided the following:
    - Student has not submitted a final exam
    - Student status is not Complete
- **ILC Bundles:** A drop of an entire bundle is allowed within thirteen (13) calendar days of the original course access start date for the first course in the bundle provided the student has not completed any of the courses in the bundle. The bundle must be treated as a single registration. Individual courses within the bundle cannot be dropped.

<table>
<thead>
<tr>
<th>Program</th>
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</tr>
</thead>
<tbody>
<tr>
<td>QuickBooks Online Series</td>
<td>$250</td>
<td>Master the fundamentals and more advanced functions of QuickBooks Online. Create statements, use batch invoicing and manage journal entries.</td>
<td></td>
</tr>
<tr>
<td>Microsoft Excel 2019 Series</td>
<td>$390</td>
<td>This course bundle will introduce you to Microsoft Office Excel 2019 and teach you its intermediate and advanced features.</td>
<td></td>
</tr>
<tr>
<td>SQL Series</td>
<td>$230</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Medical Terminology Series</td>
<td>$245</td>
<td>Prepare for a career in the health service industry by learning essential medical terminology.</td>
<td></td>
</tr>
<tr>
<td>Accounting Fundamental Series</td>
<td>$230</td>
<td>Demand for accounting professionals currently exceeds supply. If you are interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.</td>
<td></td>
</tr>
</tbody>
</table>
Online Professional Development Bundles/
Online Courses in Six Weeks to Three Months

Accounting with QuickBooks Online Suite $480
This comprehensive course will teach you the basics of accounting with QuickBooks Online, the most widely used accounting software for small business owners.

Photography Suite $335
Learn everything from photography fundamentals to advanced portrait techniques to progress your photography hobby or turn it into a business.

Grant Writing Suite $355
This series will give you the skills you need for effective grant writing. Learn from an experienced grant writer how to best present information in grant proposals to raise needed funds. After developing a good grant writing foundation, you’ll discover the steps you can take to become an in-demand grant writing consultant, including what services to offer, how to set fees, and how to find clients to start your own business.

Online Courses in Six Weeks to Three Months
The following course descriptions are a sampling of the more popular online offerings. For more information and to register, visit ed2go.com/bunkerhill

Fundamentals of Supervision and Management $135
This course provides skills in managing time, delegating responsibility, motivating your employees, solving problems and resolving conflicts so you can accomplish your job more effectively.

Computer Skills for the Workplace $129
Gain a working knowledge of the computer skills you will need to succeed in today’s job market.

Creating WordPress Websites $129
Discover how to easily create blogs and websites with the popular free WordPress platform.

Introduction to Python 3 Programming $129
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 $135
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 $135
Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Spanish for Medical Professionals $135
This course provides knowledge of basic medical phrases to help you better communicate with the Spanish-speaking community.

Administrative Assistant Fundamentals $129
This course will help you master essential job responsibilities as you identify opportunities and implement solutions for increased productivity throughout your company.

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
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.

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.

Get Your BHCC Student ID Card

For Summer 2023 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

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:

- 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

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
Workforce and Community Education
Division of Workforce and Economic Development

Chelsea Campus
70 Everett Avenue
Chelsea, MA 02150
Phone: 617-228-2462
Fax: 617-228-2080
Email: commed@bhcc.edu

For inquiries about Community Education courses, email commed@bhcc.edu
For inquiries about Intensive English courses, email IntensiveEnglish@bhcc.edu
For inquiries about Basic English Language (BELL) courses, email Jenny Bobea at jenny.bobea@bhcc.edu or commed@bhcc.edu
For inquiries about Adult Education, email Michelle Rojas Surin at mrojasasu@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/cee-catalog

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.