

# Community Education

SPRING 2013



Jobs for the  
New Economy  
Green Online Courses

— PAGE 15



## Community Education

The Office of Community Education at Bunker Hill Community College (BHCC) provides a wide range of lifelong learning and enrichment opportunities for our community by offering classes and programs that are designed with you in mind. Our classes are conveniently scheduled, low cost and taught by talented professionals in their respective fields.

Regardless of your age or educational goal, there's a class that can keep you current with today's trends and technologies, help you get ahead in life and career, or just have fun!

To take these non-credit courses, there is no state residency requirement, nor is any financial aid available. Please note that you must pay in full at registration. If there is a class you would like to take or teach that is not featured, please contact us.

The Office of Community Education offers students one of two types of discounts on selected classes:

1. Current BHCC students taking credit courses and BHCC graduates will receive a 15% discount.
2. All others registering 3 weeks before the start of class will receive a 10% discount.

Discounts only apply to classes on pages 4-9 in the following categories: Languages and Culture; Green Business, Leadership, Management and Non-Profit Courses; Test Preparation; Career and Entrepreneurship Education; Fitness and Personal Enhancement; Computer Training and Classes; Health and Medical Related Programs.

For an up-to-date listing of Community Education classes, times, dates and descriptions, visit us online at:

**[HTTP://WWW.BHCC.MASS.EDU/CE](http://www.bhcc.mass.edu/ce)**

Office of Community Education  
Charlestown Campus, Room M107

**Telephone:** 617-228-2462 • **Fax:** 617-228-2080

**Website:** <http://www.bhcc.mass.edu/ce>

**E-mail:** [commed@bhcc.mass.edu](mailto:commed@bhcc.mass.edu)

**Office Hours:** Monday-Friday, 8:30 a.m.-4:30 p.m.

### Parking Permits

Students enrolled in short-term (5 weeks or less) non-credit courses do not have to purchase a parking permit, but they do need to request a temporary parking permit. Individuals registering by mail, phone or fax should request a permit prior to the first class meeting by e-mailing the Office of Community Education ([commed@bhcc.mass.edu](mailto:commed@bhcc.mass.edu)). Vehicles parked in BHCC parking areas without a current, valid parking permit will be ticketed and/or towed. No warning notices are given.

### Refund Policy

Students may cancel enrollment in a Community Education course within two (2) working days prior to the first class meeting and receive a 100 percent refund. No refunds will be given after that time.

- All Bunker Hill Community College students are now eligible for a BHCC OneCard from HIGHERone. These cards serve as official BHCC Student ID Cards and are now the only means for obtaining refunds for students not paying by credit card. Students who wish to obtain a BHCC OneCard must go to the library to have their photo taken.
- In order to receive a refund, students must first activate their BHCC OneCard from HIGHERone ([www.bhcconecard.com](http://www.bhcconecard.com)). For assistance, please call 877-479-1731.
- If students have paid by credit card, the account will be credited automatically by the Student Payment Office.
- Students wishing to obtain a BHCC OneCard for identification purposes should follow the directions above.

For further assistance with OneCard on the Bunker Hill Community College Campus, please call 617-228-2213.

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**English as a Second Language/Basic** page 1

**ENGLISH AS A  
 SECOND LANGUAGE/BASIC**

*To register for any non-credit Basic English as a Second Language course, students must first take a placement test in the Assessment Center, Room B118. Classes begin on January 28 and will end on May 26, 2013, unless otherwise indicated.*

**Reading and Writing Smartphone  
 Online for BSL Level II (Online Course)  
 BSL-006A** **\$229**

This smartphone Web course is for BSL Level II students who want to complete the requirements on their smartphones and online to move up to level III. The course focuses on connecting reading and writing. Students will read and learn to write about formal and informal topics such as work, home, school, food, people, personality, the brain and behavior, nature and the environment, customs and traditions, inventions, and American society and laws.

OL For username and password go to:  
[www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess) TBA  
 March 19-May 14 First Class in E451

**Grammar and Vocabulary II  
 BSL-012** **\$229**

This course is for BSL-010 and BSL-011 students who wish to improve their conversation and pronunciation skills. Students will practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with pronunciation drills.

M1 Mondays 6-8:45 p.m. TBA  
 TBA

**Basic Speak/Listen  
 BLL-001** **\$229**

This course is for beginners who wish to improve their conversation and pronunciation skills. Students will practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with pronunciation drills. This course should be taken with Basic Read/Write (BLL002).

M1 LEC M,W 6:00 p.m.-7:15 p.m. M105A TBA  
 S1 LEC S 9:00 a.m.-11:45 a.m. E451 TBA

**Basic Read/Write  
 BLL-002** **\$229**

This literacy course is for non-native speakers of English. Students learn basic writing and reading skills such as letter and word recognition, spelling, comprehending main ideas from short readings related to employment, education, and everyday life. Students learn introductory grammar structures. This course should be taken with Basic Speak/Listen (BLL001).

M1 LEC M,W 7:30 p.m.-8:45 p.m. M105A TBA  
 S1 LEC S 12:15 p.m.-3:15 p.m. E451 TBA

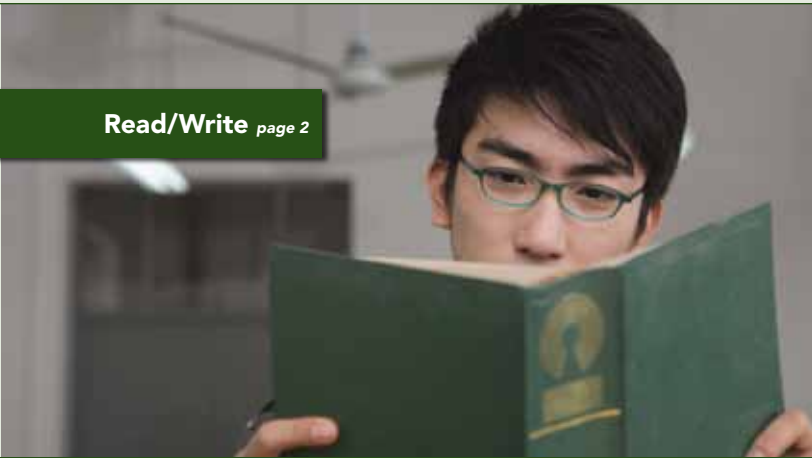
**Speak/Listen I  
 BSL-001** **\$229**

Students will practice speaking about formal and informal topics such as employment, education, and everyday life. They will complete listening exercises and answer comprehension questions. Students will read and write in this course and learn basic grammar structures. The emphasis is on general English.

01 LEC T,TH 8:30 a.m.-9:45 a.m. M105A TBA  
 02 LEC T,F 8:30 a.m.-9:45 a.m. G138 TBA  
 03 LEC F 8:30 a.m.-11:15 a.m. M105A TBA  
 S1 LEC S 9:00 a.m.-11:45 a.m. M105A TBA  
 T1 LEC T 6:00 p.m.-8:45 p.m. M105A TBA

**Read/Write I  
 BSL-002** **\$229**

Students will read and write about beginning reading materials. They will learn to identify main ideas and supporting information and write sentences and paragraphs. Students will learn basic grammar structures. The emphasis is on general English.



**Read/Write** page 2

01	LEC	T,TH 10:00 a.m.-11:15 a.m.	M105A	TBA
02	LEC	T 10:00 a.m.-11:15 a.m.	G139	TBA
	LEC	F 10:00 a.m.-11:15 a.m.	G138	TBA
03	LEC	F 11:30 a.m.-2:15 p.m.	M105A	TBA
H1	LEC	TH 6:00 p.m.-8:45 p.m.	M105A	TBA
S1	LEC	S 12:15 p.m.-3:00 p.m.	M105A	TBA

**Speak/Listen II**  
**BSL-005** **\$229**

Students will learn to speak about formal and informal topics such as work, home, school and places around town such as clinics, supermarkets and the library. They will learn to listen to and understand beginning to high beginning listening materials and answer comprehension questions in sentences and short writings. Students will learn grammar structures. The emphasis is on general English.

01	LEC	M,W 7:00 a.m.-8:15 a.m.	M105A	TBA
02	LEC	M,W 8:30 a.m.-9:45 a.m.	M105A	TBA
03	LEC	M,W 11:30 a.m.-12:45 p.m.	E451	TBA
04	LEC	W 8:30 a.m.-9:45 a.m.	G139	TBA
	LEC	F 8:30 a.m.-9:45 a.m.	G140	TBA
05	LEC	F 8:30 a.m.-11:15 a.m.	M105A	TBA
M1	LEC	M,W 6:00 p.m.-7:15 p.m.	M105B	TBA
S1	LEC	S 9:00 a.m.-11:45 a.m.	M105B	TBA
T1	LEC	T 6:00 p.m.-8:45 p.m.	B104	TBA
T2	LEC	T,TH 6:00 p.m.-7:15 p.m.	M105B	TBA
W1	LEC	W 6:00 p.m.-8:45 p.m.	E451	TBA

**Read/Write II**  
**BSL-006** **\$229**

Students will learn to read and understand high beginning reading materials and answer comprehension questions. They will learn to write sentences, paragraphs, and short compositions about everyday English, workplace English, and academic English. Students will learn grammar structures. The emphasis is on general English.

01	LEC	M,W 10:00 a.m.-11:15 a.m.	M105A	TBA
02	LEC	M,W 1:00 p.m.-2:15 p.m.	M105A	TBA
03	LEC	T,TH 7:00 a.m.-8:15 a.m.	M105A	TBA
04	LEC	W 10:00 a.m.-11:15 a.m.	G140	TBA
	LEC	F 10:00 a.m.-11:15 a.m.	M105B	TBA
05	LEC	F 11:30 a.m.-2:15 p.m.	M105A	TBA
H1	LEC	TH 6:00 p.m.-8:45 p.m.	B221	TBA
H2	LEC	T,TH 7:30 p.m.-8:45 p.m.	M105B	TBA
M1	LEC	M,W 7:30 p.m.-8:45 p.m.	M105B	TBA
S1	LEC	S 12:15 p.m.-3:00 p.m.	M105B	TBA

**Speak/Listen III**  
**BSL-010** **\$229**

Students will practice speaking about familiar and unfamiliar topics in different situations such as employment and education. They will practice public speaking. Students will learn to listen to and understand high beginning to low intermediate materials and answer comprehension questions with sentences and short writings. Students will read and write in this course and learn grammar structures. The emphasis is on academic English.

01	LEC	M,W 7:00 a.m.-8:15 a.m.	M105A	TBA
02	LEC	T,TH 8:30 a.m.-9:45 a.m.	M105B	TBA
03	LEC	F 8:30 a.m.-11:15 a.m.	M105B	TBA
04	LEC	F 11:30 a.m.-2:15 p.m.	E451	TBA
H1	LEC	TH 6:00 p.m.-8:45 p.m.	E451	TBA
M1	LEC	M,W 6:00 p.m.-7:15 p.m.	E140	TBA
S1	LEC	S 9:00 a.m.-11:45 a.m.	E140	TBA
SU	LEC	SU 9:00 a.m.-11:45 a.m.	E140	TBA
T1	LEC	T,TH 6:00 p.m.-7:15 p.m.	E140	TBA

**Read/Write III**  
**BSL-011** **\$229**

Students will learn to read and understand high beginning to low intermediate reading materials. They will learn to answer factual questions and draw inferences and conclusions. Students will learn the process-writing model and write compositions with an introduction, a body, and a conclusion. Students will learn grammar structures. The emphasis is on academic English.

01	LEC	M,W 8:30 a.m.-9:45 a.m.	M105A	TBA
02	LEC	T,TH 10:00 a.m.-11:15 a.m.	M105B	TBA
03	LEC	F 11:30 a.m.-2:15 p.m.	M105B	TBA
M1	LEC	M,W 7:30 p.m.-8:45 p.m.	E140	TBA
M2	LEC	M 6:00 p.m.-8:45 p.m.	D217	TBA
S1	LEC	S 12:15 p.m.-3:00 p.m.	E140	TBA
SU	LEC	SU 12:15 p.m.-3:00 p.m.	E140	TBA
T1	LEC	T 6:00 p.m.-8:45 p.m.	E451	TBA
T2	LEC	T,TH 7:30 p.m.-8:45 p.m.	E140	TBA

**Grammar & Vocabulary II**  
**BSL-012** **\$229**

This course is for BSL010 and BSL011 students who wish to improve their conversation and pronunciation skills. Students will practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with pronunciation drills.

M1	LEC	M 6:00 p.m.-8:45 p.m.	E451	TBA
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**Before BSL students can enter academic ESL courses, they must take a placement test in the Assessment Center, Room B118.**



**Speak/Listen** page 2

**Grammar Connections: A Way to Improve Your Grammar (Online Course)**  
**LNG-511**

**\$225**

This high-level course, open to native English speakers and students in ESL Academic Level 3 or higher, is for those who wish to improve their grammar and editing skills. We will cover common sentence problems such as fragments and run-ons, punctuation, mechanics, verb tenses and forms in the context of short writing assignments. ESL students who want to take this course must be tested in the Assessment Center, Room B118, Charlestown Campus.

OL For username and password go to:  
[www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess)  
 January 28-May 17

N Jecmenica

**Intermediate Pronunciation**  
**LNG-515**

**\$225**

This course, open to students in ESL Academic Level 2 and higher, focuses on the pronunciation, rhythm and intonation of the English Language to enable students to communicate more clearly, effectively and naturally in English. This is ideal for students who have fluency but need to reduce their accents. Students may be required to complete assignments in the Language Lab in Room E226 in Charlestown.

M1 Mondays 6-9 p.m. A Fournier  
 TBA January 28-May 13

**American English Pronunciation and Accent**  
**LNG-517**

**\$79**

Students develop better speaking and communication skills by improving their pronunciation. This class is ideal for ESL speakers who have had trouble communicating because of an accent. ESL speakers who improve their pronunciation also modify their accents so that their speech is more listener-friendly. Students will become stronger communicators with improved American pronunciation and accent skills by learning and practicing techniques that are essential to clear speech and effective communication for professional and business purposes. Students who enroll in this course must be at a high intermediate to advanced level of English.

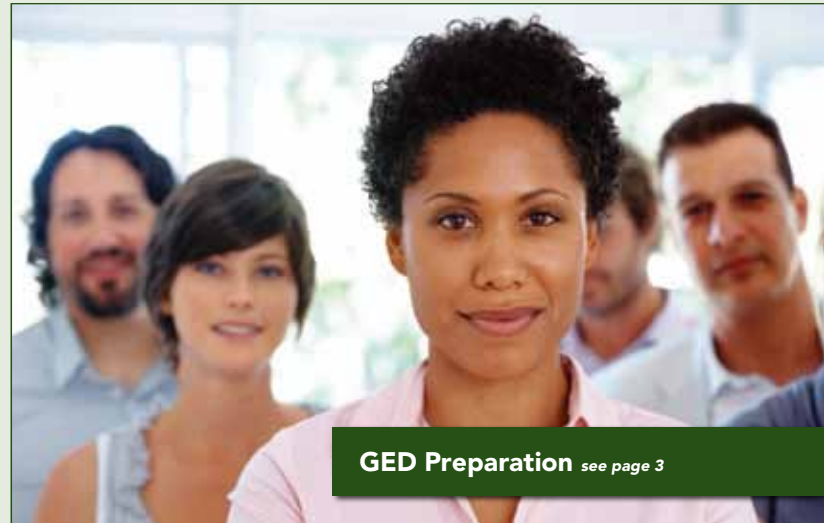
S1 Saturdays 12:15-3 p.m. S Bloomberg  
 CHAR April 20-May 18

**GENERAL EDUCATIONAL DEVELOPMENT (GED) PREPARATION**

**Simply Math: Prepare for the Mathematics Section of the GED Exam**

**CRD-421** **\$99**

Prepare for the mathematics section of the Massachusetts Department of Education's High School Development Equivalency Examination. Beginning with diagnostic testing, instruction focuses on the mathematics section of the GED, including topics such as fractions, percentages, ratios, algebra and geometry. Students will take practice math tests and develop individualized study plans. Students will use math textbooks/workbooks and calculators, which are not included in the fee. There is also a separate fee for testing.



**GED Preparation see page 3**

S1 Saturdays 1:30-4:30 p.m. P Espinoza-Toro  
 CHAR April 13-May 11

**READY FOR THE GED?**

**General Educational Development (GED) Preparation**  
**GED-104A** **\$235**

To prepare for the Massachusetts Department of Education's High School Development Equivalency Examination, 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, which are not included in the fee. There is also a separate fee for testing.

T1 Tuesdays, Thursdays 6-9 p.m. TBA  
 CHAR February 26-April 9

S1 Saturdays 9 a.m.-1 p.m. TBA  
 CHAR March 16-May 18

**SAFETY AND WELL-BEING**

**Basic Rider Course/Motorcycle Safety Training**  
**FSR-725** **\$275**

This is a 15-hour course—5 hours of classroom study and 10 hours of riding—designed to teach the sport of motorcycling. Classroom sessions will cover motorcycle controls, basic riding skills, street strategies and turning and braking techniques. Riding sessions will cover straight line riding, turning, shifting and stopping as well as crash avoidance maneuvers. Training motorcycle—250cc or less—helmets and course books are provided in tuition. Participants must have motorcycle learner's permit. Classes are on weekends from April to October. For more information please contact the Community Education Division at 617-228-2462 or e-mail [commed@bhcc.mass.edu](mailto:commed@bhcc.mass.edu).

To register for the course please contact Ironstone Ventures at 508-278-0172 or visit [www.ironstoneventures.com](http://www.ironstoneventures.com).

**HAVE YOU FOUND THE CLASS YOU WANT TO TAKE?**

**Register by phone or in person for non-credit courses.** Office of Community Education, Room M107, Charlestown Campus. **Phone:** 617-228-2462 Monday-Friday, 2-4 p.m.

**Register by Fax.** Fax the form on the inside back cover of this booklet and related documents with your credit card information to: 617-228-2080.



**Introductory Irish Language/Culture Class** *page 4*

**Rape Aggression Defense (RAD):  
 Women's Self-Defense Workshop**  
**FSR-619C**

**\$60**

The Rape Aggression Defense system is a program of realistic self-defense tactics and techniques. This system is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, and then progresses to the basics of hands-on defense training. It is not a martial arts program but does offer women instruction on physical self-defense. Onsite child care is available for an additional nominal fee.

T1 Tuesdays 5:30-8:30 p.m. R Barrows  
 GYM March 5-April 2

**LANGUAGES AND CULTURE**

**Introductory Irish Language Culture**  
**LNG-451**

**\$80**

This beginner Irish language culture course introduces students to the poetic sounds and cadences of the language as well as a deeper appreciation for Irish history and music. No knowledge of or previous exposure to Irish is required.

S1 Saturdays 12:15-3 p.m. M Newell  
 CHAR March 30-May 4

**Beginning Spanish I**  
**LNG-400**

**\$129**

Designed for students with little or no background in the Spanish language, this course focuses on the acquisition of basic listening, speaking, reading and writing skills within a cultural framework.

T1 Tuesdays 6-9 p.m. TBA  
 M105B February 19-April 2

**Beginning Spanish II**  
**LNG-400A**

**\$129**

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

T1 Tuesdays 6-9 p.m. TBA  
 M105B April 9-May 21

**Cultural Transition and Cross-Cultural Competency**  
**LNG-531**

**\$45**

This interactive workshop offers an opportunity for international travelers and expatriates to analyze and assess their experience of the cultural transition process that takes place when they live abroad or have immigrated to the U.S. Our intercultural communication specialist introduces theories of cultural adjustment as well as practical approaches to building cross-cultural competencies, an important 21st century skill in global communities. This is also a great class for those planning on traveling or living abroad.

S1 Saturday 11 a.m.-2 p.m. K Yasutake  
 CHAR April 27

**GREEN BUSINESS, LEADERSHIP,  
 MANAGEMENT AND NON-PROFIT COURSES**

**Certificate Program in Effective Management**  
**BSN-202**

**\$399**

This certificate program is designed for new or seasoned managers and supervisors with a primary focus on improving the necessary skills needed to succeed at this level of leadership. Four key areas of effective management will be covered, including coaching and counseling skills for supervisors, listening skills for managers, managing conflict in the workplace and managing stress and time. This course will provide participants with the knowledge and skills necessary to become better, more effective leaders and to optimize the results. You will gain the skills necessary for handling difficult situations that may arise with managers, peers and employees. Participants will also learn how managing stress will help increase performance and morale, motivate employees, reduce absenteeism and lower turnover. After completing 39 hours of classroom instruction, reinforcement online training modules will be provided to improve learning and support course content.

S1 Saturdays 9 a.m.-3 p.m. O Harren  
 CHAR April 27-May 25

**Fundraising for Non-Profit Organizations**  
**FNP-301**

**\$169**

Learn how to be a fundraiser. Explore new territory prospect development, donor cultivation and stewardship, special events, online auctions, e-newsletters, partnering with board members and key stakeholders, obtaining sponsorships, creating and using social media (LinkedIn, Facebook, Twitter, Pinterest), annual and holiday



**Fundraising for Non-Profit Organizations** *page 4*

appeals and planned giving alternatives. After completing eight hours of classroom instruction, reinforcement online training modules will be provided to improve learning and support the course content.

S1	Saturdays	10-noon	TBD
	CHAR	April 27-May 18	

**MassGREEN Crew Chief Course**  
**BSN-207** **\$369**

This five-day course is designed for experienced weatherization contractors interested in BPI Crew Chief Certification. The training will center on improving competency in the installation of specific air leakage control measures in unconditioned spaces of existing residential buildings. Students will demonstrate their abilities to reduce uncontrolled air movement by safely installing blown insulation materials, and creating continuous durable air pressure boundaries in attics, side attics, crawl spaces and other accessible buffer zones. Students will also perform combustion screening tests and blower door tests with duct and attic pressures. Upon successful completion of the course, students will have the opportunity to sit for the BPI Crew Chief exam at a discounted rate. Note: Days 1-3 will be classroom-based, while days 4-5 will take place in a mobile lab.

01	Tuesday-Saturday	9 a.m.-4:30 p.m.	TBA
	CHAR	May 14-18	

**Starting and Running a Successful Weatherization Business**  
**BSN-311** **\$149**

Intended for students with some experience in the weatherization or construction trades, this course will help participants develop a first draft of their start-up business plan and learn how to grow a successful weatherization business through ethical and sustainable practices. Students will gain a deeper understanding of the weatherization industry, including its principal activities and results, market drivers and business opportunities. Learn how to market your business, develop sales skills and build good customer relationships in this energy efficiency trade.

01	Wednesdays	6-9 p.m.	L Daniels
	CHAR	March 27-May 15	

**SHRM Essentials of HR Management**  
**BSN-124A** **\$569**

The 15-hour SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resource roles and responsibilities. Newly updated, this course gives participants critical knowledge to help reduce potentially costly lawsuits and improve their ability to handle challenging HR issues. This course is ideal for those who are just starting out in the human resources profession or those who are looking for an effective way to boost their employee management skills. After completing 15 hours of classroom instruction, reinforcement online training modules will be provided to improve learning and support course content.

S1	Saturdays	noon-3 p.m.	TBA
	CHAR	April 13-May 11	

**Unlocking the Key to Positive Classroom Management**  
**BSN-161** **\$10**

This workshop will provide you with effective strategies to run a classroom in a way that prevents challenging behaviors. These approaches will also show you how best to respond when challenging behaviors arise. We will focus on three key factors: classroom design, curriculum and, most importantly, you the teacher. Strategies will



support large group situations as well as understanding the individual needs of children displaying negative behaviors. We will encourage the development of social skills, positive reinforcement, problem solving and clear communication. Whether you are new to the classroom or an experienced teacher, you will leave the workshop with more confidence on how to enter your classroom the next day.

T1	Tuesday	6-8 p.m.	C Parker
	SUDBURY	April 23	
T2	Tuesday	6-8 p.m.	C Parker
	SUDBURY	May 14	

**TEST PREPARATION**

**SHRM® Learning System:**  
**Certification Prep Program for PHR and SPHR**  
**BSN-124** **\$1200**

Bunker Hill Community College is offering this course in cooperation with the Society for Human Resources Management (SHRM) as exam preparation for the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certification examinations administered by HRCI. This intensive SHRM Learning System® preparation course is designed to provide individuals with an overview of six key areas in human resource management. Materials include modules that correspond to the six functional areas, responsibilities and associated knowledge as defined by the Human Resources Certification Institute (HRCI). The course fee includes study materials and books. Please call the Community Education Office at 617-228-2462 or email [ssha4746@bhcc.mass.edu](mailto:ssha4746@bhcc.mass.edu) to register.

T1	Tuesdays	6-9 p.m.	K Enright
	CHAR	February 12-May 7	

**TOEFL Preparation**  
**TFL-101** **\$235**

TOEFL-101 features up-to-date, realistic practice tests and cooperative learning strategies designed to help students develop the listening, writing, speaking and reading skills required for the test. Students will learn critical thinking skills and strategies that will help them feel confident and prepared to take the test. The curriculum of this course is based on the TOEFL iBT (Internet-based Test).

M1	Tuesdays	6-8:30 p.m.	C Magaña
	CHAR	February 12-May 28	

**Art of Networking** page 6



**SAT Preparation Course**  
**SAT-101** **\$599**

Boost your SAT scores at lightning speed. In 30 hours you will learn everything you need to know to do well on the SAT test, including essential test-taking techniques, strategies, and ways to use the multiple-choice format to your advantage. You will receive targeted skill-building instruction to maximize your abilities in the three sections of the SAT (Critical Reading, Writing and Math). You will also take two practice tests to help you become familiar with the test format and feel more comfortable on test day. Tuition includes all course materials.

S1 Saturdays 1:30 -5:30 p.m. H Steinbrook  
CHAR March 30-May 25

**GRE Preparation Course**  
**GRE-101** **\$699**

Learn how to master the new format of the Graduate Record Examination. In 30 hours you will interact with instructors who know the ins and outs of the quantitative, verbal, and writing sections of the test. The course focuses on optimizing your GRE score through classroom strategy lessons, online test simulation, and customized feedback on your writing and multiple choice responses. Tuition includes all course materials.

S1 Saturdays 9 a.m.-1 p.m. H Steinbrook  
CHAR March 30-May 25

**Prepare for the Elementary Math Subtest**  
**Massachusetts MTEL General Curriculum 03**  
**MTH-201** **\$299**

The course will cover the topics on the Elementary Math Subtest Massachusetts MTEL General Curriculum 03 test with emphasis on improving problem-solving skills and developing the deep conceptual understanding that is the key to success. You will review or learn the most efficient ways to solve various types of problems. You will be expected to take the official DESE practice test and report your results to the instructor no later than the second meeting. The curriculum will be adapted to respond to the students' results on the practice test. Classes will include group instruction, project teams and guided individual study at your own pace on the topics you need most. If

you need extra practice in particular areas, the instructor will suggest additional resources as appropriate. We will use free or low-cost online sources as much as possible, but in addition to the course fee, you should budget \$50 for textbooks and online subscriptions. Expect to do at least one hour of homework for each hour of classroom time.

S1 Saturdays 9 a.m.-1 p.m. B Fox  
CHAR January 26-March 30

**CAREER AND ENTREPRENEURSHIP**  
**EDUCATION**

**NEW PROGRAM COMING SOON!**

**Sustainable Sales Skills Certificate Program**  
**TBA** **\$2400**

In partnership with the trainers at Achieve Global, we've created this new certificate program to teach the basic skills needed for the range of sales and development jobs, incorporating the core concepts of sustainability into the training, which should give the graduate not only solid sales skills but also an understanding of how these can be applied within a wide range of industries including, but not limited to, the growing green industry. **For information please call 617-228-2462.**

**Art of Networking**  
**WCE-355** **\$35**

A one-day networking crash course where you will learn what networking is and how it can benefit you, ten ways to leverage networking events, the right networking mindset that will set the stage for success, the importance of non-verbal communication and small talk, and real-world examples of how to build professional relationships that last.

S1 Saturday 1-3 p.m. L Correa  
CHAR March 9

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

This class will present basic principles of bar organization and equipment with a view to training students to serve drinks and cocktails properly. This class will also cover basic preparation of frozen drinks and non-alcoholic beverages using state-of-the-art equipment. All class sessions will be conducted in a simulated bar environment. Certificates of completion will be distributed.

SU Sundays 1-4 p.m. K Hanley  
E421 March 31-May 12

**Basics of Entrepreneurship Certificate Program**  
**BSN-201** **\$379**

This non-credit basics of entrepreneurship program provides information to prospective and current entrepreneurs that will help them start and build a successful business. The program includes writing a business plan, basic business finance, principles of marketing, supervisory and leadership skills, principles of negotiating, writing initial contracts and incorporation. After completing 48 hours of classroom instruction, reinforcement online training modules will be provided to improve learning and support course content. A certificate is granted upon completion.

01 Tuesdays, Thursdays 6-9 p.m. TBA  
CHAR March 12-May 9



**Introduction to Documentary Filmmaking**  
**FSR-113A**

**\$175**

This workshop will take participants through the various stages of documentary filmmaking from development to post-production and delivery. The focus will be on generating a good idea, including key steps to research and idea development; an introduction to narrative and storytelling; the computer basics to create and edit film. The course will involve numerous practical exercises.

W1 Wednesdays 6:30-8:45 p.m. M Chan  
 E169 February 27-May 29

**Pre-License Real Estate Sales**  
**WCE-473**

**\$350**

This 40-hour class is geared to the individual seeking to become a real estate salesperson. The class covers all the areas necessary to prepare participants for taking the Massachusetts Real Estate Salesperson's Examination. Students who successfully complete the mandatory 40-hour class will receive a certificate and be certified to sit for the examination. Attendance at every class is required.

M1 Mondays, Wednesdays 6-9 p.m. D Ceruolo  
 CHAR February 11-May 15

**Principles of Special Education Laws and Regulations**  
**WCE-251**

**\$45**

This class is specially designed to give you the tools you need to prepare for the educational challenges of a child who has a learning disability. In Massachusetts, the special education system is based on the federal special education law and the Individuals with Disabilities Education Act (IDEA), in combination with the state's special education law MGL c. 71B. These laws protect students with disabilities who are eligible for special education and guarantee them an Individualized Education Program (IEP) designed to meet their unique needs. Content will examine special education laws and regulations, IEP and 504 plans, and the evaluation process and timeline.

S1 Saturday 12-3 p.m. L D'Ambrosio  
 CHAR May 4

**Teach English as a Second Language (ESL) Course –**  
**How to Be an ESL Teacher**  
**BSN-213**

**\$269**

Have you ever considered teaching English as a Second Language? Would you like to develop the necessary skills to teach in your local community, church or library? Are you interested in earning additional income by teaching English as a Second Language? Are you an international student thinking about getting your first job after returning to your home country? Join us for this 30-hour course. Learn how to teach English as a Second Language. Teach listening, speaking, reading and writing using the simple and effective Communicative Method. Participants will learn theory, practice teaching, have fun and get a taste of teaching English as a Second Language. Participants will earn a Certificate of Completion in Teaching English as a Second/ Foreign Language.

S1 Saturdays 9 a.m.-noon A Goldsmith  
 CHAR March 16-May 25



**Basics of Entrepreneurship**  
**Certificate Program** page 6

**FITNESS AND PERSONAL ENHANCEMENT**

**Beginning – Intermediate Tennis**  
**FSR-508**

**\$99**

This class will introduce the beginning tennis player to the fundamentals of the game. This class will cover tennis basics, forehand and backhand strokes, stance and serve and effective net techniques. Please bring your own tennis racquet; some spare racquets will also be available. Tennis balls will be provided. Class is limited to 16 students.

S1 Saturdays 9:30 a.m.-11:30 a.m. TBA  
 Tennis Courts April 20-May 18

**Explore and Refine Your Outer Beauty**  
**FSR-413C**

**\$79**

While aging and its evidence remain life's most predictable events, it's possible to have lovely skin at any age, but skin care becomes more challenging once you reach the age of 50. This course is designated to introduce women of age 50 and up to various techniques in the art of self-care in order to promote and attain total well-being. Explore for yourself how you can bring out your hidden beauty and restore wellness to your life. Adapt to changes and keep your skin looking its best by discovering various modalities to help you look and feel fabulous.

T1 Tuesdays 4-5:30 p.m. L Rizza  
 CHAR March 26-April 23

**Judgment in the Mirror**  
**SLF-377**

**\$20**

This course deals with judging others and yourself. Self-judgment can easily be camouflaged through the judgment of others, can be used for humor or even as a motivational tool. Often judgment of others is a mechanism to protect yourself from outside judgment and the feelings of rejection and failure.

S1 Saturday 10 a.m.-12 p.m. S Bradshaw  
 TBA May 4

**Pilates: An Introduction**  
**FSR-417**

**\$69**

Pilates is a dynamic series of precise movements and exercises that enhance your natural alignment and elongate the muscles. This course will combine the exercise and movement methodologies of the

**Yoga** page 8



East and West. In class, we will continue to elevate fitness through investigating the science of the human body.

W1 Wednesdays 4:30-5:30 p.m. TBA  
 CHAR March 27-May 15

**Promises, Promises**  
**SLF-333 \$20**

This course explores the nature of promises, including promises to yourself. Today there is pressure not to put yourself first, not to keep the promises you've made to yourself. This can cause you to put others' needs before your own to the extent that you begin to compromise your integrity. In this course you will become more aware of your lifetime promises, understand their role in your daily life, differentiate between promises and rules, re-prioritize and discover that your promises may affect your whole being.

S1 Saturday 10 a.m.-noon S Bradshaw  
 TBA April 20

**The Purpose of Fears**  
**SLF-331 \$20**

This course discusses the purpose of personal fears. People who are physically, mentally, emotionally or spiritually threatened may react with fear. Although there are varying degrees of fear, there are four principal reactions: anger, anxiety, guilt and depression. In this course you will become aware of the four basic fears, identify the issue hidden behind the fear, experience fear rather than react, understand the message and live the lesson, not the issue.

S1 Saturday 10 a.m.-noon S Bradshaw  
 TBA April 6

**Yoga**  
**FSR-055 \$69**

Participants will explore basic postures, breathing exercises and other facets of Yogic philosophy, learning why Yoga is for everyone regardless of age or physical challenges. Wear loose comfortable clothing, bring a mat, a small blanket and bottled water to class.

M1 Wednesdays 6-7 p.m. TBA  
 CHAR March 27-May 15

**Zumba Fitness**  
**NCD-618C \$69**

Open to ages 18+ at all fitness levels, participants will learn basic Latin dances/rhythms with easy-to-follow moves. The routines feature

interval/resistance training to fast and slow rhythms. Zumba will tone and sculpt the entire body while burning fat and calories.

M1 Mondays 6 p.m.-7 p.m. TBA  
 GYM March 25-May 13

**COMPUTER TRAINING AND CLASSES**

**Introduction to Personal Computers**  
**CPT-201 \$112**

Designed for the beginner, this hands-on course will introduce students to personal computers. Windows, various types of software and software basics will be covered. Students will also be introduced to naming, saving, retrieving, printing and managing files. Microsoft programs will be used to cover the basics of word processing, database management and spreadsheets. Please bring a flash drive to the first meeting.

M1 Mondays 6-9 p.m. TBA  
 CHAR February 18-April 1

**Overview of Adobe Creative Suite**  
**CPT-211 \$120**

This course provides a general synopsis of the three software design programs that comprise the Adobe Creative Suite: Photoshop, Illustrator and InDesign. Participants will learn how one uses Photoshop to digitally manipulate and enhance photographs, Illustrator to create vector images for print and digital media and InDesign to create digital or print publications that combine images created in Illustrator and Photoshop with text through demonstrations and hands-on practice. Prior computer experience is required; familiarity with Macintosh platform is helpful.

O1 Tuesdays 6-9 p.m. A Carter, C McGlynn  
 CHAR April 16-30

**Microsoft Excel**  
**CPT-204 \$112**

Learn to format worksheets and develop charts and graphs from your data without cumbersome conversions. This popular spreadsheet program is useful for both the office and the home. Participants will learn to create budgets and put some zip into proposals by entering data and learning the powerful calculation and sorting functions that Excel offers. Please bring a flash drive to the first meeting. Prerequisite: familiarity with computers.

H1 Thursdays 6-9 p.m. M Griffin  
 CHAR February 7-March 14



**Introduction to Personal Computers** page 8

S1 Saturdays 9 a.m.-noon TBA  
CHAR February 2-March 9

**Advanced Microsoft Excel**  
**CPT-204B \$112**

This course will teach advanced Excel applications. Through instructor-led or self-paced, step-by-step instruction, participants will learn how to perform “what if” analysis, create PivotTables, exchange data with other programs and control worksheet properties and calculations. Please bring a flash drive to each class. Pre-requisite: Microsoft Excel (CPT204).

H1 Thursdays 6-9 p.m. M Griffin  
D117 April 4-May 9  
SU Sundays 9 a.m.-noon TBA  
CHAR March 24-May 5

**Microsoft Word**  
**CPT-203 \$112**

This class introduces students to the basics of Word. Participants will create and edit business and personal documents, letterheads, résumés, labels and flyers and learn to use the Internet to access information and clip-art to incorporate into documents and flyers. Please bring a flash drive to each class.

F1 Fridays 6-9 p.m. TBA  
CHAR February 15-March 29  
T1 Tuesdays 6-9 p.m. M Griffin  
D121B February 12-March 26

**Microsoft PowerPoint**  
**CPT-208 \$112**

This course offers a step-by-step approach to designing, creating, editing and enhancing presentations. Please bring a flash drive to each class.

M1 Mondays 6-9 p.m. TBA  
D117 April 8-May 13  
SU Sundays 12-3 p.m. TBA  
CHAR April 14-May 19

**Microsoft Access**  
**CPT-206 \$112**

This course provides a working knowledge of Microsoft Access, a database software program. Participants will learn how to use Access to connect and use resources on the Internet. Topics will include designing and creating databases, entering and editing data into tables, designing and using basic forms, integrating Access data with other office applications and Internet, establishing relationships between tables, finding, sorting and filtering information, creating basic queries and designing and using basic reports.

W1 Wednesdays 6-9 p.m. M Griffin  
D117 March 27-May 1



**HEALTH AND MEDICAL RELATED PROGRAMS**

**CPR for Healthcare**  
**FSR-106 \$67**

This one-day course covers the basic skills needed to treat airway, breathing and cardiac emergencies in adults, children and infants. Included in the skills are one- and two-person CPR, use of a mask for ventilation and the use of the automated external defibrillator. Upon successful completion the participant will be issued an American Heart Association CPR card at the Healthcare Provider Level.

S1 Saturdays 9 a.m.-1 p.m. TBA  
CHAR March 30  
S2 Saturdays 9 a.m.-1 p.m. TBA  
CHAR April 27

**Medical Interpreting Certificate Program**  
**WCE-375 \$999**

The need for medical and community interpreters is rapidly increasing, and so is the demand for trained professionals in the field. This 54-hour course, offered in collaboration with Transfluenci, will help prepare new and experienced interpreters to work in hospitals, health clinics, governmental agencies and more, following the standards and ethics of the profession. This program will include an overview of the profession and professional settings, sight translation, consecutive and simultaneous interpreting practice, role-playing, note-taking techniques, readings in the field, exercises for building memory and concentration, discussion of practices, standards and ethics,

**IF THERE IS A CLASS YOU WOULD LIKE TO TAKE OR TEACH THAT IS NOT FEATURED, PLEASE CONTACT US.**

**Office of Community Education**

**Charlestown Campus, Room M107**

**Telephone: 617-228-2462 • Fax: 617-228-2080**

**Website: <http://www.bhcc.mass.edu/ce> • E-mail: [commed@bhcc.mass.edu](mailto:commed@bhcc.mass.edu)**

**Office Hours: Monday-Friday, 8:30 a.m.-4:30 p.m.**

vocabulary in the medical and legal fields, and advice on how to find and keep a job as an interpreter. This course is open to all languages, but students must be able to comprehend and communicate fully in both English and at least one other language. Because a selective interview is required before acceptance, students must register at least two (2) weeks in advance. The College will issue a certificate upon satisfactory completion of this course, and participants receiving a certificate will be given the opportunity to interview with Translucenci for potential employment as interpreters. This program meets requirements of the International Medical Interpreters Association (IMIA) for national certification. Prior to acceptance into the course, the student must take a brief language proficiency test.

T1	Tuesdays/Thursdays	6-9 p.m.	TBA
	CHAR	March 26-May 23	

## EARLY CHILDHOOD DEVELOPMENT INSTITUTE

The Department of Early Childhood, Education and Human Services at Bunker Hill Community College has created the Early Childhood Development Institute to offer non-credit modules of training for staff currently employed in early care and education programs. These non-credit courses will advance participants' knowledge and skill development beyond the traditional beginning courses to cover more advanced areas of training. These advanced areas will allow staff to expand their knowledge to deeper levels of understanding helping to push programs in early childhood and their staff to a higher quality of care for children and families in the Greater Boston area.

### Infant/Toddler Interactions

Continuing the journey of understanding growth and development and the need for respect of infant/toddler children and their development, these modules focus on very young children and their needs for care and nurture, guidance and discipline, language stimulation and supportive relationships. Course prerequisite: Students must have taken Child Growth and Development (ECE103) or an equivalent course prior to registering for any modules in this course.

Those students who successfully complete all four modules will be able to petition the Prior Learning Assessment Program at BHCC for college credit (3 credits) for ECE-003 Early Childhood Elective that can be applied as career elective credit in the A.S. degree program in Early Childhood Development.

### Beyond the Basics: Respecting the Infant/Toddler Child **ECI-301 \$110**

The infant/toddler child has many needs and is growing quickly. This course will move beyond the basics of development to consider the deeper needs for respect and the essential needs for connections and attachments with the adults who nurture and care for them. Participants must have taken a course in child growth and development prior to registering for this course. 4 weeks (10 hours).

S1	Saturdays	9-11:30 a.m.	R Rzezuski
	TBA	January 12-February 2	

### Language and the Infant/Toddler: Why and How?

#### **ECI-302 \$110**

The infant/toddler child has many needs. The development of language is key to the development of the young child. Brain growth is rapid and language plays an important role in helping children to move toward their potential for optimal growth and development. Learn why this is so critical and how to engage children with language even before they can talk. Participants must have completed ECI-301 prior to registering in this course. 4 weeks (10 hours)

S1	Saturdays	9-11:30 a.m.	R Rzezuski
	TBA	February 9-March 2	

### Supportive Relationships and Curriculum: **Expanding the Infant/Toddler Connection**

#### **ECI-303 \$110**

The infant/toddler child is capable of rapid learning and growth. The world around the child is stimulating and exciting. But the connections and supportive relationships surrounding the child play an essential part in allowing the curriculum and learning to work well. Learn the ways to expand these connections and to nurture the infant/toddler. Participants must have completed ECI-301 and ECI-302 prior to registering in this course. 4 weeks (10 hours)

S1	Saturdays	9-11:30 a.m.	R Rzezuski
	TBA	March 9-April 6	

### Coaching and Mentoring: **Working with Infant/Toddler Groups**

#### **ECI-304 \$135**

This course will allow students to use knowledge and practice skills learned in the earlier modules and to have one-on-one coaching and mentoring with the instructor. Work in a child care program is necessary. Moreover, students must be working in a program that will allow the coaching to occur. Successful completion of the course will require a set of assignments to allow students to practice and show evidence of learning. Participants must have completed ECI-301, ECI-302 and ECI-303 prior to registering in this course. 4 weeks (10 hours)

F1	Fridays	4-5:30 p.m.	R Rzezuski
	TBA	April 13-May 4	

### Infant/Toddler Interaction Certificate-

**All four modules = 40 hours:**

#### **ECI-301, ECI-302, ECI-303 and ECI-304**

Upon successful completion of all four modules and assignments, students will receive the Infant Toddler Interactions Certificate.

Two ways to enroll and register:

(1) For individuals wanting to enroll to take the modules in our on-campus classes, visit BHCC online or call the Office of Community Education to register. Website: [bhcc.mass.edu/eci](http://bhcc.mass.edu/eci). Phone: 617-228-2462

(2) For programs wishing to have on-site instruction for a large group of staff at their worksite, it is possible to purchase only one or all these modules, to be taught on site at your center, from the Workforce Development Center at BHCC. For information and costs, contact Mark Wigfall at [mwigfall@bhcc.mass.edu](mailto:mwigfall@bhcc.mass.edu).

**ONLINE PROFESSIONAL AND PERSONAL DEVELOPMENT**

**Administrative Assistant Fundamentals \$95**  
**(ONLINE COURSE)**

Rapid growth in health, legal services, data processing, management, public relations and other industries has created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

To register, go to: [ed2go.com/bunkerhill](http://ed2go.com/bunkerhill)

**Autism and Asperger's Disorder: Information and Effective Intervention Strategies \$199**  
**(ONLINE COURSE)**

This is an interactive computer-based instruction course designed to help you achieve a better understanding of autism and Asperger's Disorder, of intervention strategies to enhance communication and learning, and of methods for teaching more conventional behaviors. The course provides information on the characteristics of the disorder, learning styles associated with the disorder, communication weaknesses and various intervention strategies that have proven successful when working with students with autism spectrum disorders. You will comprehend why individuals with autism spectrum disorders act the way they do and what you can do to enhance more appropriate behavior. This course also lists resources for educators, related service personnel and parents who would like more help or information on autism and Asperger's Disorder. PDPs: 30. To register, go to: [virtualeduc.com/bhcc](http://virtualeduc.com/bhcc)

**Behavior is Language: Strategies for Managing Disruptive Behavior \$269**  
**(ONLINE COURSE)**

This is an interactive computer-based instruction course designed to give you a new perspective on student behavior and effective tools for facilitating positive student change. The course provides a developmental framework for understanding what students are trying to tell you through the language of their behavior. The course teaches behavioral techniques and intervention strategies that remediate disruptive behaviors, reduce power struggles while increasing classroom control and reduce workload and burn-out. This program helps you as well as students find creative, effective solutions to behavioral problems. PDPs: 45. To register, go to: [virtualeduc.com/bhcc](http://virtualeduc.com/bhcc)

**Creating Web Pages \$95**  
**(ONLINE COURSE)**

Create and post your own Website on the Internet using HTML in this extensive hands-on, six-week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of Web design. Then, with your instructor's guidance, you'll plan the content, structure and layout of your Web site, create pages full of formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics and tables. You'll also learn critical and timely information on securing the best possible location in search engine listings and powerful no- or low-cost Web marketing strategies. To register, go to: [ed2go.com/bunkerhill](http://ed2go.com/bunkerhill)



**Administrative Assistant Fundamentals** page 11

**Harassment, Bullying and Cyber-intimidation in Schools \$199**  
**(ONLINE COURSE)**

This course discusses the definitions and the personal, social and legal ramifications associated with sexual harassment, bullying and cyber-intimidation. The course will address what we know about these troubling areas. We will then explore preventative strategies as well as ways school staff can address these issues when they occur. A clear understanding of what constitutes harassment and the harmful effects of harassment on people and institutions is essential to providing a safe and inclusive school environment for all. PDPs: 30. To register, go to: [virtualeduc.com/bhcc](http://virtualeduc.com/bhcc)

**Project Management: PMP® Test Prep Course \$699**  
**(Online Course)**

This online and self-paced thirteen-module project management program builds successful project managers at all levels of the organization. It provides a comprehensive preparation for the PMP® certification exam, including exam-taking tips, ten comprehensive module quizzes and two full-length, 200-question practice exams covering the PMBOK® Guide areas of knowledge. This course is designed for learners interested in preparing to take the PMP® exam. To register, go to: [bhcc.mindedgeonline.com/partner/courses](http://bhcc.mindedgeonline.com/partner/courses)

**The Basic Tax Course: Federal Law \$500**  
**(ONLINE COURSE)**

The Basic Tax Course is designed to provide students with the education and testing skills needed to pass federal and state examinations. It is suitable for beginner students who want to enter the tax preparation industry for the first time while offering more experienced tax professionals the opportunity to expand and build upon their existing knowledge. The course is composed of two parts. Part 1 covers wage and non-business income and deduction topics. Part 2 covers small business income and expense items as well as other more advanced 1040 topics likely to be included in the IRS examination. To register, go to: [www.collegetaxschool.com/bunker-hill](http://www.collegetaxschool.com/bunker-hill)

**How to Build a Fun and Profitable Home-Based Business: Live Interactive Online Webinar BSN-203 \$20**

Learn skills and activities that lay out step by step what it takes to make more money and have more fun. This class is about your personal business activities: tangible things you can do and measurable

# COMMUNITY EDUCATION

## Online Computer Exam Preparation



**Live Interactive Webinar:**  
**How to Conduct a Webinar** *page 12*

activities to get new customers, increase visibility and increase your income. Before registering, please visit [www.jamesfarnham.com](http://www.jamesfarnham.com) to get an expanded course description and to ensure your computer is properly equipped.

OL	Saturday, Online Webinar	noon-2 p.m. February 23	J Farnham
OL1	Saturday, Online Webinar	noon-2 p.m. April 27	J Farnham

### 20 Ways to Earn Residual Income: Live Interactive Online Webinar BSN-205

**\$20**

Uncover more than 20 specific ways to earn consistent, dependable, ongoing and reliable income from stocks, bonds, mutual funds, mortgages and insurance, e-publishing, Internet, Webinars, opt-in marketing, home-based businesses and more. Before registering, please visit [www.jamesfarnham.com](http://www.jamesfarnham.com) to get an expanded course description and to ensure your computer is properly equipped.

OL	Saturday Online Webinar	9-11 a.m. February 23	J Farnham
OL1	Saturday Online Webinar	9-11a.m. April 27	J Farnham

### Live Interactive Webinar: How to Conduct a Webinar BSN-211

**\$20**

Webinars make it possible for you to communicate with clients and prospects anywhere in the world. Examine the nuts and bolts of how the do-it-yourselfer can carry out a cost-effective, professional webinar. Learn the basics of technology, hardware/software combinations and other equipment. Experience how a live video feed Webinar platform works. Contrast the differences between in-person versus electronic formats. Discover how to monetize your content. Receive a list of 38 ways to promote your program. This is an online Webinar class. Before registering, please visit [www.jamesfarnham.com](http://www.jamesfarnham.com) to get an expanded course description and to ensure your computer is properly equipped.

OL	Saturday Online Webinar	3-4:30 p.m. February 23	J Farnham
OL1	Saturday Online Webinar	3-4:30 p.m. April 27	J Farnham

## ONLINE COMPUTER INDUSTRY CERTIFICATION EXAM PREPARATION COURSES

COMPTIA 220-701 A+ Essentials Certification Exam Preparation	CPT-503	<b>\$199</b>
COMPTIA 220-702 A+ Practical Application Certification Exam Prep	CPT-505	<b>\$199</b>
COMPTIA N10-004 Network+ Certification Exam Preparation	CPT-507	<b>\$199</b>
COMPTIA SY0-201 Security+ Certification Exam Preparation	CPT-509	<b>\$199</b>
CISCO CCNA 640-802 Certification Exam Preparation	CPT-515	<b>\$399</b>
CISCO CCNA 640-816 Certification Exam Preparation	CPT-517	<b>\$219</b>
CISCO CCNA 640-822 Certification Exam Preparation	CPT-519	<b>\$219</b>
MICROSOFT WORD 2010 77-601 Certification Exam Preparation	CPT-521	<b>\$199</b>
MICROSOFT EXCEL 2010 77-602 Certification Exam Preparation	CPT-523	<b>\$199</b>
MICROSOFT OUTLOOK 77-604 Certification Exam Preparation	CPT-525	<b>\$199</b>
MICROSOFT MSP 70-290 Certification Exam Preparation	CPT-527	<b>\$219</b>
PW0-104 Certified Wireless Network Administrator (CWNA)	CPT-513	<b>\$219</b>
ORACLE 1Z0-007 SQL Certification Exam Preparation	CPT-529	<b>\$219</b>

There are no pre-requisites for the above courses.

CISCO 640-721 Wireless Certification Exam Preparation	CPT-511	<b>\$219</b>
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Pre-requisite: valid CCNA or any CCIE Certification.

**For additional information visit: [www.examforce.com](http://www.examforce.com)  
 or e-mail: [ICTCertificationbhcc@gmail.com](mailto:ICTCertificationbhcc@gmail.com).**



**Online Computer Industry Certification  
 Exam Preparation Courses** *page 12*

**IF THERE IS A CLASS YOU WOULD LIKE TO TAKE OR TEACH THAT IS NOT FEATURED, PLEASE CONTACT US.**

**Office of Community Education  
 Charlestown Campus, Room M107**

**Telephone: 617-228-2462 • Fax: 617-228-2080**

**Website: <http://www.bhcc.mass.edu/ce> • E-mail: [commed@bhcc.mass.edu](mailto:commed@bhcc.mass.edu)**

**Office Hours: Monday-Friday, 8:30 a.m.-4:30 p.m.**

### ONLINE COURSES AT BUNKER HILL COMMUNITY COLLEGE

#### NEW ONLINE COURSES

Bunker Hill Community College, in partnership with MindEdge, offers engaging and effective online courses and simulations. Our innovative self-paced training courses feature a narrative learning technique that includes videos, real life scenarios, case studies, expert commentary on subject matter, simulations and learner assessment tools. This type of higher level eLearning helps you develop mastery of the course. Earn your 35 PDUs by taking our new PMP Exam Prep course. To register and view other project management courses and simulations, link to:

[HTTP://BHCC.MINDEDGEONLINE.COM/PARTNER/COURSES](http://bhcc.mindedgeonline.com/partner/courses)

#### PMP® Exam Prep Course **\$699**

This completely online and self-paced thirteen-module project management program builds successful project managers at all levels of the organization. It provides a comprehensive preparation for the PMP® certification exam including exam-taking tips, ten comprehensive module quizzes, and two full-length, 200-question practice exams covering the PMBOK® Guide areas of knowledge.

After completing this course, you'll be able to:

1. Understand how enterprise environmental factors and organizational process assets affect how projects can be managed.
2. Explain the five stages of a project life cycle and understand how these stages can overlap in time.
3. Understand how to create a project management plan with subsidiary plans for each of the knowledge areas and explain how progressive elaboration and integrated change

management can keep these documents effective and relevant.

4. Understand the overlapping nature of project activities and practice project integration management to coordinate the various project management processes.
5. Understand how a project's various baselines (including scope, cost, schedule, quality, risk, procurement and others) are determined, planned for and managed.
6. Understand how to manage human resources effectively and communicate with all stakeholders.
7. Understand the key methods used to estimate project schedule and cost at the beginning of a project and to forecast cost and schedule variances at any time during the project.
8. Understand how the project management knowledge contained in the PMBOK® Guide can be used in practice.

*Note:* Receive 35 PDUs/contact hours to qualify to take the PMI Project Management Professional Exam®.

This course is self-paced and online.

You will have access to this course for 180 days.

**Target Audience:** This course is designed for adult learners interested in preparing to take the PMP® exam.

**Level:** Intermediate.

**Prerequisites:** Learners should have some experience in project management and will need to have access to the Project Management Institute's *A Guide to the Project Management Body of Knowledge*, Fourth Edition (PMBOK® Guide).

**Estimated time to complete:** 35-40 hours of online course work.

### OTHER BUNKER HILL COMMUNITY COLLEGE / MINDEDGE ONLINE COURSES

[HTTP://BHCC.MINDEDGEONLINE.COM/PARTNER/COURSES](http://bhcc.mindedgeonline.com/partner/courses)

COURSE	CATEGORY	LEVEL	LENGTH	PDUs	PRICE
Agile Certified Practitioner Exam Prep	Agile	Intermediate	21 hrs	21	<b>\$499</b>
Introduction to Agile	Agile	Intro	10 hrs	10	<b>\$249</b>
Emotional Intelligence for Project Managers	Project Management	Intro	3 hrs	3	<b>\$79</b>
Ethics for Project Managers	Project Management	Intro	3 hrs	3P	<b>\$79</b>
Managing Real World Projects	Project Management	Intro	10 hrs	N/A	<b>\$249</b>
PMP® Exam Prep Course	Project Management	Intermediate	35-40 hrs	35	<b>\$699</b>
PMP 1-Introduction to Project Management	Project Management	Intermediate	3-5 hrs	3.5	<b>\$79</b>
PMP 2-Project Processes and Project Integration Management	Project Management	Intermediate	3-5 hrs	3.5	<b>\$79</b>
PMP 3-Project Scope Management	Project Management	Intermediate	3-5 hrs	3.5	<b>\$79</b>
PMP 4-Project Time Management	Project Management	Intermediate	3-5 hrs	3.5	<b>\$79</b>
PMP 5-Project Cost Management	Project Management	Intermediate	3-5 hrs	3.5	<b>\$79</b>
PMP 6-Project Quality Management	Project Management	Intermediate	3-5 hrs	3.5	<b>\$79</b>
PMP 7-Project Human Resource Management	Project Management	Intermediate	3-5 hrs	3.5	<b>\$79</b>
PMP 8-Project Communications Management	Project Management	Intermediate	3-5 hrs	3.5	<b>\$79</b>
PMP 9-Project Risk Management	Project Management	Intermediate	3-5 hrs	3.5	<b>\$79</b>
PMP 10-Project Procurement Management	Project Management	Intermediate	3-5 hrs	3.5	<b>\$79</b>
PMP 11- PMP Practice Exams and Exam Strategies	Project Management	Intermediate	3-5 hrs	N/A	<b>\$99</b>
Project Risk Management: PMI-RMP® Exam Prep	Project Management	Intermediate	30-35 hrs	30	<b>\$599</b>
Project Management for Information Technology	Project Management	Intermediate	25-28 hrs	25	<b>\$499</b>
Project Management Team Leadership	Project Management	Intermediate	18 hrs	18	<b>\$359</b>
Project Risk Management: PMI-RMP® Exam Prep	Project Management	Intermediate	30-35 hrs	30	<b>\$599</b>
4CShare Global Project Management Simulation	Simulation	Intermediate	10 hrs	10	<b>\$359</b>
Allerton Connector Highway Project Management Simulation	Simulation	Intermediate	10 hrs	10	<b>\$359</b>
HealthMax Software: Project Management Simulation	Simulation	Intermediate	10 hrs	10	<b>\$359</b>

## ONLINE PROFESSIONAL CONTINUING EDUCATION (CE) AND LICENSURE COURSES

Whether you are looking to fulfill your Continuing Education (CE) requirements, renew your license or gain new career skills, our expansive e-learning and training content library offers you a single-source solution for meeting your training needs. Bunker Hill Community College, in partnership with 360training.com, is your best-in-class online solution. Choose from Insurance Pre-licensing, Financial Services CPE, Securities Exam Prep, Real Estate and Mortgage Broker, OSHA, Engineer CEs, Contractor Continuing Education, Safety, Healthcare Continuing Education, Food Safety and much more! Courses starting from \$25. For more information visit:

**[HTTP://BHCC.360TRAINING.COM](http://bhcc.360training.com)**

### Insurance and Financial Services

- Certified Financial Planning CE
- Insurance CE
- Insurance Pre-license/Exam Prep
- Property and Casualty
- Life and Health
- Insurance Adjuster
- Securities and Futures Prep
- Firm Element (Securities CE)

### Healthcare CE

- Cosmetology CE
- Dental CE
- Radiology CE
- Nursing CE
- Respiratory Tech CE

### Food Safety

- Food Safety Manager
- Food Safety Manager (Spanish)
- Alcohol Seller Certification

### Contractor Skills

- Electrician CE
- Engineering CE
- HVAC-A/C Boiler
- Industrial Maintenance
- Forklift Training
- Power Generation and Alternative Energy
- Industrial Instrumentation
- Machine Shop

### Training Features

- National regulatory accreditation
- State-approved course curriculum
- All courses feature integrated audio, text, graphics, animation, quizzes and final assessments
- Learn at your pace
- Centralize tracking and reporting
- Completion certificates for State requirements

### Occupational Health and Safety Skills

- OSHA
- HAZWOPER
- Miner Training
- AGC Construction P.M.
- Environmental Compliance
- ISO Training

### Green Building

- Green Infrastructure Guidelines
- Mold Inspector Certification
- Indoor Air Quality Standard 62.1
- Alternative Energy Operation (Industrial)
- Sustainable Buildings
- Certified Environmental Specialist
- LEED Certification
- RCRA What the Law Requires
- The Clean Air Act
- The Clean Water Act

## EDUCATION SOFTWARE (VESI) ONLINE

Bunker Hill Community College has partnered with Virtual Education Software to provide continuing education for teachers or parents online. These self-paced courses provide interactive instruction on strategies for working with children with special behavioral and learning needs and are easy to use from your computer. Each course instructor is available for professional or technical questions during “office hours” by e-mail or a toll-free phone number with a guaranteed 24-hour response time. Courses are offered with accredited Professional Development Points (PDPs) that all licensed educators must earn in Massachusetts. To select a course, please go to:

**[HTTP://VIRTUALEDOC.COM/BHCC](http://virtualeduc.com/bhcc)**

### All courses in this section are 30 contact hours / = 30 PDPs \$199

- Advanced Classroom Management: Children as Change Agents
- Attention Deficit Disorder: Information and Interventions for Effective Teaching
- Autism & Asperger’s Disorder: Information and Effective Intervention Strategies
- Child Abuse: Working with Abused & Neglected Children
- Drugs & Alcohol in Schools: Understanding Substance Use & Abuse
- Early Childhood: Family-centered Service
- Educational Assessment: Assessing Student Learning in the Classroom
- Ethics & Safety in Education
- Harassment, Bullying & Cyber-intimidation in Schools
- Inclusion: Working with Students with Special Needs in General Education Classrooms
- Infant & Toddler Mental Health: Issues & Information for Educators
- Reading Fundamentals #1: An Introduction to Scientifically-based Research
- Reading Fundamentals #2: Laying the Foundation for

Effective Reading Instruction

Reading & Writing in Content Area

Talented & Gifted: Working with High Achievers

Traumatized Child: Strategies for Managing Disruptive Behavior

Teaching Diversity: Influences & Issues in the Classroom

Teaching Elementary Math Conceptually: A New Paradigm

Violence in Schools: Identification, Prevention and Intervention Strategies

### All courses in this section are 45 contact hours / = 45 PDPs \$269

Behavior is Language: Strategies for Managing Disruptive Behavior

Early Childhood: Program Planning

Early Childhood: Observation & Assessment

Early Childhood: Typical & Atypical Development

Learning Disabilities: Practical Information for Classroom Teachers

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

Understanding Aggression: Coping with Aggressive Behavior in the Classroom

Why DI?: An Introduction to Differentiated Instruction



## **JOBS FOR THE NEW ECONOMY: GREEN ONLINE TRAINING + YOU = SUCCESS!**

Bunker Hill Community College Office of Community Education, in partnership with Protrain Online, is your solution for Green/Renewable Energy training. Everyone's talking **GREEN**. Make it your business! Business and industry are doing their part to create healthy indoor and outdoor environments for everyone. These online courses will help you learn the skills you need to excel in the jobs for the new economy.

To learn more and to register for any and all of these courses, please go to:

**[HTTP://BHCC.THEKNOWLEDGEBASE.ORG](http://bhcc.theknowledgebase.org)**



### **GREEN/RENEWABLE ENERGY**

#### **ENTRY LEVEL GREEN TRAINING**

- Intro to Building Energy Efficiency
- Green Building Sales Professional
- Green Building Technical Professional
- Green Building for Contractors
- Green Building for Contractors Level 2
- Carbon Strategies
- Sustainability 101
- Green Purchasing Fundamentals
- Fundamentals of Mold Inspection
- CSR / Green Business Practices
- Green Building for Mortgage Professionals
- Green Building for Insurance Professionals
- Green Building for Real Estate Professionals
- Green Certified Home Inspector
- Green Certified Government Leader
- Green Germ Control Specialist
- Green Landscaping
- Green Cleaning Technician
- Waste Management Coordinator
- Sustainability Planning Specialist
- Green Building for Health Care Professionals

#### **LEED CERTIFICATION**

- LEED Green Associate
- LEED AP Operations + Maintenance (O+M)
- LEED 2009 Building Design and Construction BD+C
- LEED AP Interior Design + Construction
- Energy Efficient Design for Architects

#### **INDOOR AIR QUALITY**

- Certified Indoor Air Quality Manager (CIAQM)
- Certified Indoor Environmentalist (CIE)
- Certified Microbial Investigator (CMI)
- Indoor Air Quality–Fundamentals of ASHRAE Standard 62.1

#### **ENERGY AUDITING/WEATHERIZATION**

- Home Energy Analyst (HERS)
- Weatherization Energy Auditor (BPI)
- Weatherization Installer Shell Technician/Installer
- Home Energy Auditor
- Commercial Energy Auditor
- Code Training/New Construction Inspection
- Energy Auditing Software Training

#### **RENEWABLE ENERGY TRAINING**

- Fundamentals of Solar Hot Water Heating
- NABCEP Photovoltaic Entry Level Certification
- Photovoltaic System Design and Installation
- Wind Energy Technology
- Alternative Energy Operation

#### **SUSTAINABILITY**

- Green Supply Chain Training
- Certified Sustainability Professional
- Green Supply Chain Professional
- Senior Certified Sustainability Professional
- Certified Green Specialist
- Certified Green Designer
- Certified Sustainability Officer
- Fundamentals of Sustainable Buildings
- Certified Environmental Specialist

#### **ENVIRONMENTAL TRAINING**

- Water Treatment Operations Certificate (Standard)
- Water Treatment Operations Certificate (Complete)
- Wastewater Treatment Operations Certificate (Standard)
- Wastewater Treatment Operations Certificate (Complete)
- Solid Waste Operations Certificate

**If you have questions regarding any of these classes, please contact us at:**

**Telephone 617-228-2462 • E-mail [commed@bhcc.mass.edu](mailto:commed@bhcc.mass.edu) • Fax 617-228-2080**

**Visit us on the web at <http://www.bhcc.mass.edu/ce>**

# ONLINE LEARNING



## Bunker Hill Community College

### Career Training 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. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

#### Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace

#### Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development
- Courses are all open-enrollment and self paced
- All materials, workbooks, and software are included
- Payment plans available

#### Pharmacy Technician

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

#### Medical Coding and Billing

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting.

#### Medical Transcription

This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist.

#### Six Sigma Black Belt

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

### Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office. Any time of the day or night.

#### Features:

- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

#### How to Get Started:

1. Visit our Online Instruction Center:  
[www.ed2go.com/bunkerhill](http://www.ed2go.com/bunkerhill)
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

#### Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

#### Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

#### Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

#### Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

#### Creating Web Pages

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

**MORE COURSES AVAILABLE AT OUR WEBSITES**

[www.gatlineducation.com/bhcc](http://www.gatlineducation.com/bhcc)

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

# NON-CREDIT REGISTRATION FORM SPRING 2013

## BHCC REGISTRATION FORM FOR NON-CREDIT COURSES

*Register by phone or in person  
for non-credit courses*

Office of Community Education,  
Room M107, Charlestown Campus

**Phone:** 617-228-2462

Monday-Friday, 2-4 p.m.

Have your credit card information  
ready when you call.

### Register by Fax

Fax the form and related documents  
with your credit card information to:  
617-228-2080.

Confirmation of your registration will  
be sent to you before classes begin.  
Students may register for non-credit  
courses throughout the semester.

### Refund Policy:

Students may cancel enrollment  
in a Community Education course  
within two (2) working days prior  
to the first class meeting and  
receive a 100% refund. No refunds  
will be given after that time.

SOCIAL SECURITY NUMBER

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DATE OF BIRTH

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GENDER

M  F

STUDENT'S LAST NAME

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STUDENT'S FIRST NAME

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MAILING ADDRESS

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CITY

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STATE

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AREA CODE & HOME PHONE

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AREA CODE & WORK PHONE

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ETHNICITY (CHOOSE ONE):  Hispanic/Latino  Non-Hispanic/Latino

RACE (PLEASE SELECT ONE OR MORE OF THE FOLLOWING):

AI - American Indian/Alaskan Native

AD - Black/African American

AS - Asian

NP - Native Hawaiian/Pacific Islander

WH - White

CV - Cape Verdean

CURRENT E-MAIL ADDRESS:

PLEASE PRINT CLEARLY

### FOR COMMUNITY EDUCATION COURSES NOTE THE FOLLOWING:

- There is no residency requirement.
- No financial aid is available.
- You must pay in full upon registration.
- If there is a class you would like to take or teach that is not featured, please contact us.

COURSE SELECTION (SAMPLE BELOW IN COLOR)			PLEASE PRINT CLEARLY
COURSE NUMBER	SECTION	COURSE TITLE	AMOUNT
SAMPLE WCE-473	W1	Real Estate Sales	\$211

### METHOD OF PAYMENT

Check

Money Order

VISA

MASTERCARD

DISCOVER

AMERICAN EXPRESS

NAME \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



imagine the possibilities

#### **COMMUNITY EDUCATION**

Charlestown Campus, Room M107  
250 New Rutherford Avenue  
Boston, Massachusetts 02129  
Telephone: 617-228-2462  
Fax 617-228-2080  
[www.bhcc.mass.edu/ce](http://www.bhcc.mass.edu/ce)

**BHCC Community Education  
offers hundreds of classes in  
the following areas:**

Languages  
GED Preparation  
Safety and Well-Being  
Green Business  
Test Preparation  
Career and Entrepreneurship  
Fitness and Personal Enhancement  
Computer Training  
Health and Medical  
Early Childhood Development  
Online Professional and Personal  
Development  
Computer Industry Certification  
Exam Prep  
and more!

#### **AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY**

Bunker Hill Community College does not discriminate on the basis of race, creed, religion, color, gender, sexual orientation, gender identity, age, disability, genetic information, maternity leave or national origin in its educational programs or in admission to, access to, treatment in or employment in its programs or activities as required by Chapters 151B and C of the Massachusetts General Laws; Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; and Section 504, Rehabilitation Act of 1973 and regulations promulgated thereunder. Direct all inquiries concerning the application of these regulations to Thomas L. Saltonstall, Director of Diversity and Inclusion, the College's Affirmative Action Officer and Title IX and Section 504 Coordinator, 250 New Rutherford Avenue, Room E236F, Boston, MA 02129 or by calling 617-228-3311.