Community Education

SUMMER 2015

The Division of Workforce Development
• Community Education
• Corporate Learning and Development
• Entrepreneurship
• Study Tours
June 2015

Welcome to BHCC—

It is my great pleasure to welcome you to the Division of Workforce Development at Bunker Hill Community College. Through our numerous offerings we aim to close workforce skills gaps, empower personal advancement, promote academic success and foster wellness, growth and lifelong learning.

We offer courses and workshops in:

• English language learning (in traditional and accelerated formats)
• Test preparation, such as the GED/HiSet, TOEFL and Society for Human Resource Management (SHRM) prep course for SHRM-CP and SCP
• IT/Computer (in English, Spanish and Portuguese)
• The Early Childhood Development Institute (ECI)
• Social Media
• International Study Tours for Student Groups (CoIL Boston)
• US Culture Weekend Programs for Au Pairs
• Career, Personal Safety and Fitness
• Entrepreneurship
• Video Game Design
• Health and Medical

Online offerings such as the PMP Exam Prep Course, Creating Web Pages, Accounting Fundamentals, Certificate in Nonprofit Management, and many more can also be found on the Community Education website: bhcc.edu/ce.

Call 617-228-2462 and speak to Sonia Sharma, who will answer your questions or help you register. Contact us by email at commed@bhcc.mass.edu and let us know how we are doing! We invite you to follow us on Facebook and Twitter for information on upcoming programs, new classes and events.

Have a wonderful semester.

Bogusia Wojciechowska, Ph.D.
Dean of Professional Studies and Workforce Development
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. Regardless of your age or educational goals, we offer a class that will keep you current with today’s trends and technologies, help you get ahead in your life and your career, or allow you to simply enjoy yourself.

To enroll in these non-credit courses, there is no state residency requirement, nor is financial aid available. Please note that payment is due in full at registration. If there is a class you would like to take or teach that is not featured, please contact us. For an up-to-date listing of Community Education classes, times, dates, descriptions and to register for a class, visit us online at bhcc.edu/ce or see the inside back cover of this publication.

The Office of Community Education is located in H-Building. Shuttle buses are available from B-Building (250 New Rutherford Ave.) on the Charlestown Campus to H-Building, as well as to the Chelsea Campus.

Telephone: 617-228-2462
Fax: 617-228-2080
Website: bhcc.edu/ce
Email: commed@bhcc.mass.edu
Office Hours: Monday-Friday, 8:30 a.m.-4 p.m.

PARKING PERMITS

Students enrolled in short-term (5 weeks or less) non-credit courses are not required to purchase a parking permit. However, they must request a temporary parking permit. Individuals registering by mail, phone or fax should request it prior to the first class meeting by emailing the Office of Community Education at 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 full refund. No refunds will be given after that time.

All Bunker Hill Community College students are now eligible for a BHCC OneCard from Higher One. The cards serve as official BHCC Student ID Cards. The BHCC OneCard is the only means of obtaining refunds for students not paying by credit card.

Students who wish to obtain a BHCC OneCard for refunds or for identification purposes have their photograph taken in the Library. For further assistance with OneCard on the Bunker Hill Community College campus, please call the Library at 617-228-2213.

In order to receive a refund, students must first activate their BHCC OneCard from Higher One (bhconecard.com). For assistance, please call 877-479-1731.

If a student has paid by credit card, the Student Payment Office will automatically credit the enrollee’s account.

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BASIC ENGLISH AS A SECOND LANGUAGE

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 June 8, 2015, and end August 7, 2015.

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 (BLL-002).
L5 LEC T, TH 6-8:30 p.m. E451

Basic Read/Write

BLL-002 $229
This literacy course is for non-native speakers of English. Students learn basic writing and reading skills that will include letter and word recognition and spelling and reading comprehension. Students will also learn introductory grammar. This course should be taken with Basic Speak/Listen (BLL-001).
L5 LEC M, W 6-8:30 p.m. H125

Speak/Listen I

BSL-001 $229
The emphasis in this class is general English. Students will practice speaking about familiar and unfamiliar topics as well as learn basic grammar.
K5 LEC M, W 9-11:30 a.m. H125
K6 LEC M, W 2:30-5 p.m. H125
L5 LEC T, TH 6-8:30 p.m. H148

Read/Write I

BSL-002 $229
The emphasis in this class is general English. Students will read and write using beginning reading materials. They will learn to identify main ideas and supporting information, and write sentences and paragraphs as well as learn basic grammar.
K5 LEC M, W 9-11:30 a.m. H125
K6 LEC M, W 2:30-5 p.m. H125
L5 LEC T, TH 6-8:30 p.m. H148

Speak/Listen II

BSL-005 $229
The emphasis in this class is general English. 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 write sentences and short pieces. Students will also learn grammar.
L5 LEC T, TH 6-8:30 p.m. B110

K5 LEC M, W 9-11:30 a.m. H149
K6 LEC T, TH 9-11:30 a.m. H155
K7 LEC T, TH 11:45 a.m.-2:15 p.m. H125
L5 LEC M, W 6-8:30 p.m. H155
L6 LEC T, TH 6-8:30 p.m. H155

Read/Write II

BSL-006 $229
The emphasis in this class is general English. 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 in everyday English, workplace English and academic English. Students will also learn grammar.
K5 LEC T, TH 9-11:30 a.m. H152
K6 LEC T, TH 2:30-5 p.m. H125
L5 LEC M, W 6-8:30 p.m. H149
L6 LEC T, TH 6-8:30 p.m. H149

Speak/Listen III

BSL-010 $229
The emphasis in this class is general English. Students will practice speaking about familiar and unfamiliar topics in different situations such as employment and education. They will practice public speaking and will learn to listen to and understand high-beginning to low-intermediate materials and write sentences and short pieces. Students will read and write in this course and learn grammar structures.
K5 LEC M, W 9-11:30 a.m. H155
K6 LEC T, TH 2:30-5 p.m. H155
L5 LEC M, W 6-8:30 p.m. H148
L6 LEC T, TH 6-8:30 p.m. H125

Read/Write III

BSL-011 $229
The emphasis in this class is academic English. Students will learn to read and understand high-beginning to low-intermediate materials; they will learn to answer questions and draw inferences and conclusions. Students will learn the process-writing model and write compositions with an introduction, a body and a conclusion. They will also learn grammar.
K5 LEC M, W 9-11:30 a.m. D214
K6 LEC T, TH 2:30-5 p.m. H152
K7 LEC T, TH 11:45 a.m.-2:15 p.m. H155
L5 LEC M, W 6-8:30 p.m. E451
L6 LEC T, TH 6-8:30 p.m. H156

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.
L5 LEC T, TH 6-8:30 p.m. B110
LANGUAGES AND CULTURE

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.

J1 Tuesdays 6-9 p.m.
E236G June 23-July 28

TEST PREPARATION

TOEFL Preparation
TFL-101 $235

This class features up-to-date, realistic practice tests and cooperative learning strategies designed to familiarize students with the test format and help them develop test-taking strategies to improve their scores. The course is open to all, although a strong academic English background is recommended for those who wish to test in the near future. The course curriculum is based on the TOEFL Internet-based Test (IBT).

C1 T, TH 6-8:30 p.m.
H130 June 23-July 23

HiSet (formerly GED®) Preparation
GED-104A $235

To prepare for the Massachusetts Department of Education’s High School Equivalency Test, 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. The class meets in H-building.

C1 T, TH 6-8:30 p.m.
H152 June 23-August 13

ARTS, FITNESS AND SAFETY

Faux Painting Workshop: Venetian Plaster, Raised Stencils and Marbleizing Technique
ART-307 $80

(Sherwin Williams materials not included; price approximate: $75)

An intensive six-hour introductory workshop designed for the aspiring faux painter, artist or homeowner with little to no experience. This workshop will introduce the student to the basics of Venetian plaster, raised stencils and marbleizing technique. Professional surface preparation and craftsmanship will be emphasized.

You will be able to keep the sample boards you create. Your work surface and the paste needed to seal your Venetian plaster will be provided.

You are responsible for purchasing the items listed below at any Sherwin Williams.

- Venetian plaster spatulas $13.79
- Painting kit $6.39
- Sample base color $6.99
- Sample top coat $6.99
- No-shrink spackling paste $4.29
- Microfiber cloth pack $5.99
- Venetian plaster quart $20.00

The Sherwin Williams nearest to BHCC is:
73 1st St., Cambridge, MA 02141-1804; 617-661-0379
Thursday 9 a.m.-3 p.m.
D219 July 23
**Introduction to Documentary Filmmaking**

FSR-113A  $175

Numerous practical exercises will be used to guide participants through making a documentary film, from development to post-production and delivery. Students will learn to generate research and develop a good idea, and will receive an introduction to narrative and storytelling as well as editing technology.

A1 Wednesdays 2:30-4:30 p.m.  M. Chan
E169  June 10–July 15

**Beginning Tennis**

FSR-508  $99

This class will introduce the beginning tennis player to the fundamentals of the game. It will cover 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 9:30-11:30 a.m.
Tennis courts outside G-Building  June 13-August 1

**Motorcycles: Basic Rider Course**

Motorcycle Safety Training  $325

This 15-hour two-day course, which includes five hours of classroom study and 10 hours of riding, is 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. A training motorcycle (250cc or less), helmets and course books are included with tuition. Participants must have a motorcycle learner’s permit. Classes are held on weekends from April to September. For more information or to register for the course, contact Mass Motorcycle School at 844-744-RIDE (7433) or visit massmotorcycleschool.com.

Weekends 8 a.m. – 4 p.m.
B110 April to September

**COMPUTER TRAINING**

**Introduction to Keyboarding**

CPT-200  $112

This eight-week course focuses on keyboarding skills. Students will be encouraged to use the appropriate techniques to learn to type without looking at the keyboard or screen. Timed writings at the end of each lesson will help students to increase speed while maintaining accuracy. Emphasis will be on proofreading from the original copy. Some exercises in basic English grammar, spelling and punctuation will be included. Class begins June 17.

D1 Wednesdays 9 a.m.-12 p.m.  C. Jordan
Chelsea Campus, Room 207  June 17-July 22

**Introduction to Personal Computers**

CPT-201  $112

Designed for the beginner, this hands-on course will introduce students to personal computers. Microsoft 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.

C1 Mondays 6-9 p.m.
D121B June 15-July 20

**Introdução a Computação em Português**

CPT-201C  $112

Projetado para o principiante, este curso prático vai apresentar aos alunos os computadores pessoais para falantes de Português. O Windows, vários tipos de software e software básico serão ensinados. Os alunos também serão introduzidos para nomear, salvar, recuperar, imprimir e gerir arquivos. Os programas de Microsoft Office 2013 serão utilizados para explicar as noções básicas de processamento de texto, gestão de planilhas de banco de dados e navegação na internet. Por favor, traga uma Pen USB para a primeira aula.

F1 Wednesdays 6-9 p.m.
D. Mello
Chelsea Campus, Room 206  July 15-August 19

**Microsoft Excel 2013**

CPT-204  $112

Learn to format worksheets and develop charts and graphs from your data without cumbersome conversions. This popular spreadsheet program is ideal for both office and home use. Participants will learn to create budgets and improve proposals by entering data and learning...
the powerful calculation and sorting functions that Excel offers. Bring a flash drive to the first meeting.

Prerequisite: Familiarity with computers

C1 Tuesdays 6-9 p.m. M. Griffin
D121B June 16-July 14

Microsoft Word 2013
CPT-203 $112
This class introduces students to the basics of Microsoft Word. Participants will create and edit business and personal documents, letterhead, résumés, labels and flyers. They will also learn to use the Internet to access information and find clip-art, which they will incorporate into documents and flyers. Bring a flash drive to each class.

C1 Wednesdays 6-9 p.m. M. Griffin
D121B June 17-July 22

Do you want to master Facebook marketing? Are you looking to get better results from your social media marketing efforts? Are you ready to deepen your knowledge of online business development and relationship marketing? This course will give you the tools to use the social networks effectively for business. We will dive into social media strategies for Facebook, Twitter, Instagram, YouTube, LinkedIn, Google+ and Yelp. These skills can be applied immediately in the workplace or to market a small business. The Social Media Marketing series includes ten two-hour sessions.

C1 Wednesdays 6:30-8:30 p.m. D116 June 10-August 12

Social Media Marketing Workshop Series (10 sessions)
CPT-315 $215

Do you want to master Facebook marketing? Are you looking to get better results from your social media marketing efforts? Are you ready to deepen your knowledge of online business development and relationship marketing? This course will give you the tools to use the social networks effectively for business. We will dive into social media strategies for Facebook, Twitter, Instagram, YouTube, LinkedIn, Google+ and Yelp. These skills can be applied immediately in the workplace or to market a small business. The Social Media Marketing series includes ten two-hour sessions.

C1 Wednesdays 6:30-8:30 p.m. D116 June 10-August 12

Session 1: Introduction to Social Media
Every day people are logging on to social media sites such as Facebook, Twitter, LinkedIn and Pinterest. Pinning, Tweeting, watching amateur videos, blogging and updating your status have become as common as turning on the television. This course will provide an overview of the major social media sites. It will also provide some examples of how individuals are using social media to brand themselves and how businesses are using social media as a marketing tool. Topics include:

- Social networking
- Customer service
- Content marketing
- Analytics
- Follower acquisition
- Ad campaigns
- Sponsored stories
- Calls to action
- Application implementation
- Boost posts
- Best use of photos and videos

Session 2: There’s a Lot to ‘Like’ About Facebook
In the fast-paced world of social media marketing, some could argue that Facebook still is king (or queen). Do you want to learn how to utilize Facebook to market your business or product? Do you want to feel more engaged with your customers? This workshop will introduce you to the basics of business-based social networking, get you into Facebook for some hands-on learning and generate plenty of discussion about the advantages and disadvantages of this phenomenally popular website. Topics will include business pages, groups, events, promotions, applications, targeted advertising and insights, as well as:

- Social networking
- Customer service
- Content marketing
- Analytics
- Follower acquisition
- Ad campaigns
- Sponsored stories
- Calls to action
- Application implementation
- Boost posts
- Best use of photos and videos

Session 3: Advanced Facebook
In a continuation of Session 2, the instructor will expand upon the content previously taught as well as discuss more ways to boost business by using this platform. Topics will include:

- Best practices
- Contests

Session 4: Twitter Launch for Small Business
What is a tweet and why should your customers care? Learn the secrets of engaging with your prospects and existing clients in 140 characters or less. Included will be the five essential practices for Twitter use for small and growing businesses. Topics will include:

- Content creation
- Proper use of Twitter
- Twitter analytics
- Re-tweeting and Favoriting
- Social networking
- Key influencer networking
- Contests
- Sponsored tweets
- Customer service
- Customer acquisition

Session 5: YouTube and Google+ for Business
Google is the most used search engine in the world. Learn to use it to help your customers find your product or service. In this class, you will learn how to create an online presence that will allow customers to feel as though they know you before you communicate...
with them. You will also learn how to utilize free search engine optimization (SEO). Topics will also include:

- Creating effective videos
- Keyword use
- SEO
- Writing effective copy
- Integrating Google products

Session 6: Pinterest, Instagram and More!
Pinterest and Instagram are taking social media by storm, growing at a much faster pace than Facebook. Learn how to pin, what to pin and how pinning can play a major role in a social media marketing plan for a business. We will also spend time on Instagram and other apps. This is a lecture class. No time will be spent on personal platforms. Topics will also include:

Pinterest:
- How and what to pin
- Best practices
- Branding
- Copywriting
- Tagging
- Pricing
- Networking

Instagram:
- Reposting
- Hashtags
- Branding
- Contests
- Follower tools
- Key influencer networking
- How to make your photos more attractive

Session 7: LinkedIn
LinkedIn has fast become the online networking application of choice. In this class you will learn the features of LinkedIn and how they can help you improve the visibility of your business or find a job. Topics will include: the home page, the profile, recommendations, contracts, groups and jobs. Topics will also include:

- Self-promotion
- Networking
- Business pages
- Content creation
- Ad campaigns
- Groups
- Video promotions
- Job offerings

Session 8: Blogging
Blogs help drive traffic to websites and can even convert that traffic into leads. It establishes the author as an expert in the subject matter that is being covered. It also creates amazing free search engine optimization (SEO) for a site. The content that is created can also be used for social media posts. You will learn how to effectively create a blog. Topics will include:

- Blogging
- Copywriting
- Photo and video integration
- Domain creation

Session 9: Social Media Marketing Plan
During this course, students will present their social media marketing plans and receive feedback from instructors. Students should come prepared with the plan they have developed throughout the duration of the course. This session will also include:

- Social media marketing plan creation
- Marketing funnel creation
- Events
- Content release

Session 10: Social Media Integration
This session will give you the tools you need to integrate your social media marketing efforts. We will discuss companies that have mastered social media. Each student will be given a social media analysis that will include tips from a panel of marketing experts on how to improve their social media marketing.

C1 Wednesdays 6:30-8:30 p.m. TBA June 10-August 12

NEW: COMING IN FALL 2015

- Mobile App Development for Android
- Video Game Design Workshops Maya Foundations Modules I, II and III

HEALTH AND MEDICAL-RELATED PROGRAMS

Basic Life Support (BLS) for Healthcare Providers
FSR-108 $67
This one-day course presents the American Heart Association BLS for Healthcare Providers CPR and AED program. Students will learn the skills needed in order to respond to adults, children and infants experiencing cardiac emergencies and choking. Skills include one- and two-person CPR, use of a mask for ventilation and Automated External Defibrillator. Program includes both skill tests and written test; written test requires students to read English at approximately the 10th grade level. Students who need extra time to complete the tests may need to stay beyond the end of the scheduled class time. Text is BLS for Healthcare Providers (Student Manual), published in 2011; older editions are not acceptable. Students may purchase the book in advance; the instructor will also have books for sale on Thursdays. Those who successfully complete the program will receive a two-year certification card. BHCC will send the card approximately one week after the end of the class.

A1 Thursday 9 a.m.-1 p.m. E451 June 25
A2 Thursday 9 a.m.-1 p.m. H130 August 6

Medical Interpreting Certificate Program
WCE-375 $1,074
This 54-hour instructor-led course includes program manual and laboratory fee. The lab fee includes three Skype practice sessions with a language coach/ facilitator.

Application Process
This program is open to speakers of all languages, but students must fully comprehend English and be able
to communicate in both English and at least one other language. Because a selective interview is required before acceptance, students must register at least two weeks in advance.

Program Description
If you’re bilingual, have good speaking and listening skills and enjoy working with people, you may have a future as a medical interpreter.

This course provides a working knowledge of the various aspects of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency and medical vocabulary development. Students will also have the opportunity to practice with individual language coach/facilitators using Skype. Each student will receive three practice sessions as part of the course. In addition, students can opt to continue working with the language coach upon completion of the course. An experienced medical interpreter working in the field teaches this course.

For more information, go to bhcc.edu/ce.

C1 T, Th 6-8:30 p.m.
B113 June 16-August 13

THE EARLY CHILDHOOD DEVELOPMENT INSTITUTE (ECI)
Skill development for early childhood professionals
The Early Childhood Development Institute offers both credit and non-credit courses for those working in early care and education programs. These courses provide knowledge and skill development beyond the introductory course level. This allows staff to broaden their knowledge and understanding, and promotes a higher quality of care for children and families in the Greater Boston area.

Environmental Education and Young Children
Through environmental education children experience a growing awareness of nature and the Earth. Using science concepts and learning with an emphasis on curriculum development for young children, these three modules will incorporate science into outdoor play to allow for meaningful experiences. Each module equals 1.5 CEU.

Prerequisite: A grade of C or better in ECE-103, Child Growth and Development Recommended: Take ECE-104 prior to taking these courses for better understanding of material.

Science and Nature with Young Children
ECI-321 $110
Children learn science concepts by playing and the easiest place for that to occur is outdoors. Emphasis will be on the ways children learn science and how children’s curiosity drives science learning. This class meets four times.

B1 Wednesday, Thursday 12-4 p.m.
B221 July 15-16
M. Geisser

B1 Wednesday, Thursday 12-4 p.m.
B221 July 22-23
M. Geisser

Project Planning with Emergent Interests of Children—Using Nature and Science to Plan Projects
ECI-322 $110
Science seems scary and foreign to many teachers and children. Figuring out what to do and how to understand ways to pique children’s interests requires observation and reflection. Teachers must be attentive to what is happening around children and what they
are excited by, frightened of and curious about. Where to begin with nature study and science learning is all about the skills of observing the children around the classroom. This class meets four times.

Project Planning with Emergent Interests of Children—Pushing the Plan Beyond the Simple ECI-323 $110
Considering what projects to plan and how long a project should last is tricky. How to keep the children interested and how to develop the project are also essential ingredients of a successful project. How do we help children “document” their ideas and go beyond the simple plans to more complex thinking and activities? This class meets four times.

Course 1: Infant/Toddler Interactions ECI-305 $110
The infant/toddler child has many needs and is growing quickly. Move beyond the basics of development to consider their deeper need for respect and their essential need for connections and attachments with the adults who nurture and care for them (4 CEUs). Course includes four modules. Modules may be taken separately. Each module equals 1 CEU. Prerequisite: A grade of C or better in ECE-103, Child Growth and Development
TBA

Beyond the Basics: Respecting the Infant/Toddler Child ECI-301 $110
This course will explore the importance of building positive relationships with infants and toddlers through responsive, respectful and reciprocal interactions that follow developmentally appropriate best practices and extend the infant and toddler’s learning
A1 Wednesdays 9 a.m.-3 p.m. R. Rzezuski
TBA July 15, July 22, July 29

Language and the Infant/Toddler: Why and How? ECI-302 $110
This course focuses on the development of language in infants and toddlers, how brain growth plays an important role in language and how to help children reach optimal growth and development. Students will learn why language development is critical and how to engage children with language before they can even talk. This class meets three times.
B1 Wednesdays 9 a.m.-3 p.m. R. Rzezuski
TBA July 15, July 22, July 29

Supportive Relationships and Curriculum: Expanding the Infant/Toddler Connection ECI-303 $110
This course addresses the capacity for rapid learning by the infant/toddler child and explores how this growth is enhanced through daily experiences and supportive relationships. Students will learn ways to expand these connections and to nurture the infant/toddler through curriculum and supportive relationships. This class meets three times.

Community Education at BHCC
Looking to learn something new to help you get to the next level? Whether you’re a busy professional, stay-at-home parent, student, retiree or someone who’s in a career transition phase, we have something for you. Taught by subject matter experts, our workshops are designed to teach you relevant skills that will help you achieve your professional and personal goals.

We offer workshops in:
• Basic English as a Second Language
• English Immersion
• Language, Communication and Intercultural Awareness
• Test Prep
• Career Management
• Information Technology/Computers
• Fitness
• Safety
• Health and Medical
• Early Childhood Development/Education

Community Education. We help you get to the next level.

Find us on Facebook: facebook.com/wdbhcc
Twitter: @WFD_BHCC

Contact:
Sonia Sharma Jack Chan
617-228-2462 617-228-2157
ssha4746@bhcc.mass.edu jchan@bhcc.mass.edu
The following courses are a sampling of our more popular online offerings through BHCC’s various content partners. Listings are on pages 10-12.

**Accounting Fundamentals** $99  
(ONLINE COURSE)  
The demand for accounting professionals currently exceeds the supply. If you’re interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. You’ll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You’ll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes and various common banking activities. We’ll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you’re a sole proprietor looking to manage your business’s finances or you simply want to gain an understanding of accounting basics for career advancement, this course will give you a solid foundation in financial matters.  
To register, go to: ed2go.com/bunkerhill

**Administrative Assistant Fundamentals** $99  
(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

**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 website, create pages full of formatted text, build links among 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

**Introduction to Microsoft Excel 2010** $99  
(ONLINE COURSE)  
Master Microsoft Excel 2010. Even “non-techie” beginners will find it easy to learn Excel in this fun, step-by-step online course. These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You’ll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value and more. In addition, you’ll get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities and automating frequently-repeated tasks with macros and buttons. By the time you’re done, you’ll be using this vital Office 2010 tool like a pro.  
To register, go to: ed2go.com/bunkerhill

**Medical Terminology: A Word Association Approach** $99  
(ONLINE COURSE)  
This course teaches medical terminology from an anatomical perspective. Root terms are divided by each body system. The origin, a combined form and an example of non-medical everyday usage is provided for each root term. Word associations are provided as a learning tool. Unusual and interesting information is provided for each term. Root terms are combined with prefixes and suffixes. Your learning will culminate in the interpretation of several paragraphs of medical notes.  
To register, go to: ed2go.com/bunkerhill

**Harassment, Bullying and Cyber-intimidation in Schools** $199  
(ONLINE COURSE)  
This course covers 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 subjects. We will then explore preventative strategies as well as how 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
BHCC ONLINE LEARNING

Discover why millions of students are making the switch to online learning. With online courses, you can study at your convenience in your preferred learning environment. Our courses and programs are highly engaging, interactive and relevant. Our instructors support you through the curriculum. Choose from our growing catalog of instructor-led courses designed to teach you a new skill or refresh a current one or our Career Training Programs geared to place you into a new career in an in-demand field.

ED2GO ONLINE COURSES

• Instructor-facilitated
• 24-hour access
• Online discussion areas
• 6 weeks of instruction

Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. Our instructors are known 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.

POPULAR COURSES

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting and more.

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

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time.

Introduction to Microsoft Excel
Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

Project Management Fundamentals
Gain the skills you’ll need to succeed in the fast-growing field of project management.

Grammar Refresher
Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing.

GATLIN EDUCATION

ONLINE CAREER TRAINING PROGRAMS

• One-on-one instructor assistance
• 24-hour access
• All materials and books are included

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.

FEATURES
• Receive a certificate upon successful completion.
• Courses start anytime — begin when you wish.
• A typical program takes 3-6 months to complete. Extensions are available upon request.

POPULAR PROGRAMS

Medical Billing and Coding – 240 hours
Prepare for a career as a medical billing and coding professional.

CompTIA™ A+ Certification Training – 150 hours
CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2go’s online program makes training convenient and interactive.

Six Sigma Black Belt – 200 hours
The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

Building Analyst Quick Start Program
(BPI BA Certification) – 60 hours
This program will teach you about the principles of green buildings—from insulation to indoor air quality—as well as how to perform comprehensive building assessments.

Medical Transcription – 240 hours
Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

Travel Agent Training – 200 hours
Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotel, or as a home-based agent, and get started in a career in the travel industry.

For a complete listing of online courses and to register, go to bhcc.edu/ceonline
# MINDEDGE ONLINE COURSES

To register, go to [bhcc.edu/ceonline](http://bhcc.edu/ceonline)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CATEGORY</th>
<th>LEVEL</th>
<th>LENGTH</th>
<th>PDUs</th>
<th>PRICE</th>
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<tr>
<td>Agile Certified Practitioner Exam Prep</td>
<td>Agile</td>
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<td>Managing Real World Projects</td>
<td>Project Management</td>
<td>Intro</td>
<td>10 hrs.</td>
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<td>PMP® Exam Prep Course</td>
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<td>PMP 4-Project Time Management</td>
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<td>PMP 9-Project Risk Management</td>
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<td>PMP 11-PMP Practice Exams and Exam Strategies</td>
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<td>Project Risk Management: PMI-RMP® Exam Prep</td>
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<td>Project Management for Information Technology</td>
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For a complete listing of online courses and to register, go to [bhcc.edu/ceonline](http://bhcc.edu/ceonline)
All courses in this section are 30 contact hours, which are equal to 30 PDPs. $199

- Advanced Classroom Management: Children as Change Agents
- Attention Deficit Disorder: Information and Interventions for Effective Teaching
- Autism and Asperger’s Disorder: Information and Effective Intervention Strategies
- Child Abuse: Working with Abused and Neglected Children
- Drugs and Alcohol in Schools: Understanding Substance Use and Abuse
- Early Childhood: Family-Centered Services
- Educational Assessment: Assessing Student Learning in the Classroom
- Harassment, Bullying and Cyber-intimidation in Schools
- Inclusion: Working with Students with Special Needs in General Education Classrooms

All courses in this section are 45 contact hours, which are equal to 45 PDPs. $269

- Behavior is Language: Strategies for Managing Disruptive Behavior
- Early Childhood: Observation and Assessment
- Early Childhood: Program Planning
- Early Childhood: Typical and Atypical Development
- Learning Disabilities: Practical Information for the Classroom Teacher

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

For a complete listing of online courses and to register, go to bhcc.edu/ceonline
Non-Credit Registration Form
Summer 2015

REGISTER ONLINE OR BY FAX

ONLINE:
bhcc.edu/ce

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 must register for non-credit courses a week prior to course start date.

If you have questions, call 617-228-2462, Monday-Friday, 8:30 a.m. – 4 p.m.

NOTE: To register for online courses through BHCC’s content partners, register online at: bhcc.edu/ceonline

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.

STUDENT’S LAST NAME

DATE OF BIRTH

MAILING ADDRESS

CITY

STATE

ZIP

HOME PHONE

WORK PHONE

CURRENT EMAIL ADDRESS  (PLEASE PRINT CLEARLY)

OPTIONAL:
ETHNICITY (CHOOSE ONE): [ ] Hispanic/Latino  [ ] Non-Hispanic/Latino

RACE (PLEASE SELECT ONE OR MORE OF THE FOLLOWING):
[ ] Al - American Indian/Alaskan Native  [ ] AD - Black/African American  [ ] AS - Asian
[ ] NP - Native Hawaiian/Pacific Islander  [ ] WH - White  [ ] CV - Cape Verdean

COURSE SELECTION (SAMPLE BELOW IN COLOR)

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

[ ] Check  [ ] VISA
[ ] Money Order  [ ] MASTERCARD
[ ] AMERICAN EXPRESS  [ ] DISCOVER

NAME ON CARD (PLEASE PRINT CLEARLY)  SECURITY CODE

CREDIT CARD ACCOUNT NUMBER  EXPIRATION DATE

SIGNATURE

FOR COMMUNITY EDUCATION COURSES, NOTE THE FOLLOWING:
• There is no residency requirement  • No financial aid is available  • You must pay in full upon registration
• If there is a class you would like to take that is not featured, please email us at commed@bhcc.mass.edu

SIGNATURE

DATE
The Division of Workforce Development

• Community Education  
• Corporate Learning and Development  
• Entrepreneurship  
• Study Tours

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