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.

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

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

http://www.bhcc.mass.edu/ce

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). 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.

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). Vehicles parked in BHCC parking areas without a current, valid parking permit will be ticketed and/or towed. No warning notices are given.
## Table of Contents

Language and Culture ........................................... 1  
Basic English as a Second Language .................... 1  
Languages ....................................................... 2  
Test Preparation Courses ................................... 2  
NEW – Online Professional and Personal Development ... 3  
Career, Entrepreneurship and Life Education ............ 4  
Personal Enhancement ........................................ 6  
LinkedIn Social Networking Series ....................... 6  

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### LANGUAGE AND CULTURE

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 September 10, 2012, and end December 21, 2012. Before Basic English as Second Language students can enter academic ESL courses, they must take a placement test in the Assessment Center, Room B118.

#### Reading and Writing Smartphone for BSL Level II

**BSL-006A**

*(ONLINE COURSE)* This smartphone online course is for BSL level II students who want to complete the requirements on their smart phones and online to move up to level III. The course focuses on connecting reading and writing. Students will read and 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, American society and laws.

**OL**

For username and password go to: www.bhcc.mass.edu/mycourseaccess

First Class in E451 • Oct. 17-Nov. 21

**TBA**

#### BASIC ENGLISH AS A SECOND LANGUAGE

**Basic Speak/Listen**

**BSL-001**

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 (BSL002).

**M1** LEC M,W 7:30 p.m.-8:45 p.m. E451 TBA

**SU** LEC SU 9:00 a.m.-11:45 a.m. E451 TBA

**Basic Read/Write**

**BSL-002**

This is a literacy course for non-native speakers of English. Students will learn basic reading and writing skills such as letter and word recognition, spelling, comprehending main ideas from short readings related to employment, education, and everyday life. Students will learn introductory grammar structures.

**M1** LEC M,W 6:00 p.m.-7:15 p.m. E451 TBA

**SU** LEC SU 12:15 p.m.-3:00 p.m. E451 TBA

**Speak/Listen I**

**BSL-001**

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.

#### Computer Training and Classes

**Computer Industry Certification Exam Prep.**

**Medical and Healthcare.**

**Early Childhood Development Institute**

**Online Courses**

MindEdge Online Courses • Virtualeduc.com/bhcc
BHCC.360training.com • BHCC.theknowledgebase.org
GREEN online courses • Gatlineducation.com • ed2go.com

Registration form .......................... Inside back cover

#### Read/Write I

**BSL-002**

*(ONLINE COURSE)* 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.

**$229**

**OL**

First Class in E451 • Oct. 17-Nov. 21

**TBA**

#### Speak/Listen II

**BSL-005**

*(ONLINE COURSE)* 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.

**$229**

**OL**

First Class in E451 • Oct. 17-Nov. 21

**TBA**

#### Read/Write II

**BSL-006**

*(ONLINE COURSE)* 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.

**$229**

**OL**

First Class in E451 • Oct. 17-Nov. 21

**TBA**
**COMMUNITY EDUCATION**  
Languages • Test Preparation

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**Languages**

**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.

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**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.

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**Grammar and 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.

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**LNG-451**  
**Introductory Irish Language/Culture**  
$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.

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**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.

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**Test Preparation Courses**

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**NEW COURSE**

**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 up-to-date math textbooks/workbooks and calculators, which are not included in the fee. There is a separate fee for testing.

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**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 up-to-date textbooks/workbooks and calculators, which are not included in the fee. There is also a separate fee for testing.

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

*BSN-124B EARLY BIRD SPECIAL*  
Register Before August 31st  •  $1100

Bunker Hill 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 e-mail ssh4746@bhcc.mass.edu to register.

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You’ll become an indispensable member of your team by identifying travel and meeting coordination, space planning and office ergonomics, information and records management, communications technology, you discover and master the essentials of managerial and staff support, management, public relations and other industries have created many.

Behavior is Language: Strategies for Managing Disruptive Behavior (ONLINE COURSE) Behavior is Language 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. Autism and Asperger’s Disorder provides information on the characteristics of the disorder, learning styles associated with the disorder, communication weaknesses and various intervention strategies that have proven to be successful when working with students with autism spectrum disorders. The course helps you 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

Harassment, Bullying and Cyber-intimidation in Schools (ONLINE COURSE) Harassment, Bullying and Cyber-intimidation in Schools will discuss 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 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

Creating Web Pages (ONLINE COURSE) Create and post your very own Web site 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-cost or low-cost Web marketing strategies. To register, go to: ed2go.com/bunkerhill

How to Build a Fun and Profitable Home-Based Business: Live Interactive Online Webinar BSN-203 (ONLINE COURSE) Learn skills and activities that step-by-step will lay out what it takes to make more money and have more fun. This class is about your personal

TOEFL Preparation Course TFL-101 $235
TOEFL-101 is open to students in level Academic ESL 2 and higher, featuring 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 latest version of the TOEFL test.

Administrative Assistant Fundamentals (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

Autism and Asperger’s Disorder: Information and Effective Intervention Strategies (ONLINE COURSE) Autism and Asperger’s Disorder 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. Autism and Asperger’s Disorder provides information on the characteristics of the disorder, learning styles associated with the disorder, communication weaknesses and various intervention strategies that have proven to be successful when working with students with autism spectrum disorders. The course helps you 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

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SHRM® Learning System Certification see page 2
business activities: tangible things you can do and measurable activities to get new customers, increase visibility and grow your income. Before registering, please visit www.jamesfarnham.com to get an expanded course description and to ensure your computer is properly equipped.

20 Ways to Earn Residual Income: Live Interactive Online Webinar
BSN-205
Uncover over twenty 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 to get an expanded course description and to ensure your computer is properly equipped.

The Basic Tax Course (Federal Law) page 3

Art of Networking
WCE-355
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, small talk and real-world examples on how to build professional relationships that last.

Bartending
WCE-301
$195
This class will present basic principles of bar organization and equipment with a view to training students to properly serve drinks and cocktails. 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.

Communicating for Results: Increased Employee Productivity and Engagement through Effective Communication
BSN 159
$25
This workshop will examine ways to optimize employee engagement through effective corporate communication that links to your business goals.

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. There will be a focus on generating a good idea, including key steps to research and idea development; an introduction to narrative storytelling; the computer basics to create and edit film. The course will involve numerous practical exercises.

Marketing for Small Business Entrepreneurs
FNP-303
$50
This workshop will teach entrepreneurs a series of successful techniques to market their businesses with limited budgets. Topics will include how to identify your unique sales advantage; how to get your Website noticed;
How to use social networking to generate new customers; how to get free advertising, promotion and referrals; how to utilize paid advertising without wasting money. Students will walk away with a list of actionable tasks that can be put to use immediately. Students should bring a laptop, tablet or smartphone to the workshop. Prerequisite: basic computer navigation skills.

W1 Wednesday 6-9 p.m. J White
CHAR Oct. 10

Online Marketing and Social Media for Small Businesses
BSN-221

The course will discuss how to build a successful online presence and delve into the best way to use each medium, including exercises on website planning, building a Facebook fan page, creating a LinkedIn profile and developing an effective electronic newsletter.

W1 Wednesdays 6:30-8:30 p.m. LGreer
CHAR Oct. 17–Nov. 7

Personal Fitness Trainer Certification Course
FSR-475

There is a shortage of personal trainers in the workforce. Come join this fun field and be a part of what ABC News.com calls the fourth hottest job in the U.S. For a career move or your own personal growth, this course provides the information you need to become a Certified Personal Trainer. This challenging course is taught over an 8-week period for better retention and skill competency. The National Exam is held during the 9th week of this course. Formatted as a 62-hour program, the course consists of 16 hours of lecture, 16 hours of practical training and a 30-hour internship. It covers topics including biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. CPR/AED is needed to receive the certificate. A textbook is required; you can purchase it at 888-330-9487 or at www.witeducation.com and start reading immediately.

S1 Saturdays 9 a.m.-2 p.m. TBA
Room TBA Sept. 29–Dec. 1

Practical Financial and Legal Literacy
FNP-305

Practical Financial and Legal Literacy will enable participants to make sound economic decisions in their daily lives. Participants will learn how to earn, save and manage money; how to manage credit and debt; how to properly use credit and debit cards; how to deal with financial institutions; how to protect their assets; how to achieve financial freedom. They will also learn about consumer laws, employment laws, landlord/tenant and basic real estate law, and entrepreneurship. The course fee includes all books and materials.

$250

Pre-license Real Estate Sales
WCE-473

This 40-hour class is geared for 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 M/W 6-9 p.m. D Ceruolo
CHAR Sept. 24-Nov. 7

$350

Principles of Special Education Laws and Regulations
WCE-251

This class is specially designed to supply the tools needed 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, 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 include special education laws and regulations, evaluation process and timeline, the definition of an Individual Education Plan (IEP) and a 504 plan.

S1 Saturdays noon-3 p.m. L D’Ambrosio
CHAR Nov. 10

$45

SHRM Essentials of HR Management
BSN-124A

The 15-hour SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resource roles and responsibilities. This course gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues. This course is ideal for those who are just starting out in the human resources profession or those who are looking for an effective way to boost their employee management skills.

$499

Starting and Running a Successful Weatherization Business
BSN-311

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 up-and-coming energy efficiency trade.

$149
COMMUNITY EDUCATION
Personal Enhancement

When Yes Means Yes: Communicating Across Borders
BSN-157 $25
This workshop will examine how relationships and productivity are strengthened when we understand how to communicate across cultures. Learn the importance of knowing yourself before you can truly understand those with different backgrounds.
S1 Saturday 10 a.m.-noon P Beck CHAR Sept. 22
S2 Saturday 10 a.m.-noon P Beck CHAR Oct. 20

PERSONAL ENHANCEMENT

Creating Your Success
WCE-311 $50
You have the ability to create your own success; you need to learn how to use it. In this course, you will explore learned limitations that prevent people from getting what they want in life. Practice training your mind for success, finding your passion, creating goals and looking at the best ways to achieve them.
W1 Wednesdays 6-8 p.m. R Torres CHAR Nov. 7-28

From Job Elimination to Career Reinvention
WCE-313 $50
A personal and professional reinvention from inside out, targeted at women ages 40 to 60ish who have been displaced from the workplace for more than one year. The course will examine self-esteem and body image assessment, skill set evaluation, networking, the importance of industry knowledge, social media, niche positioning, thought leadership, referrals and recommendations.
01 Mondays 10-11:30 a.m. E Moricz CHAR Nov. 26–Dec. 17

Fundraising for Non-Profit Organizations
FNP-301 $50
Learn how to be a fundraiser. Explore new territory prospect development, donor cultivation and stewardship, special events, online auctions, e-newsletter, partnering with board members and key stakeholders, obtaining sponsorships, creating and using social media (LinkedIn, Facebook, Twitter, Pinterest), annual and holiday appeals and planned giving alternatives.
01 Thursdays 10-11:30 a.m. E Moricz CHAR Oct. 25-Nov. 15

Judgment in the Mirror
SLF-377 $20
This course deals with judging others and oneself. Self-judgment can easily be camouflaged through judgment of others, can be used for humor or even as a motivational tool. Often judgment of others is a mechanism to protect oneself from outside judgment and the feelings of rejection and failure.
S1 Saturday 10 a.m.-noon. S Bradshaw CHAR Nov. 17

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; discover that your promises may affect your whole being.
S1 Saturday 10 a.m.-noon S Bradshaw CHAR Nov. 10

Reach for Your Stars: An Introduction to Astrology
SLF-421 $60
This introductory class covers the basics of astrology: what it is, what it does and the what the planets and signs mean. Students who provide the date, time and place of their birth will have their charts calculated, which will serve as a learning tool. Each session includes time for questions.
H1 Thursdays 7-9 p.m. J Levine CHAR Oct. 18-Oct. 25

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. Become aware of the four basic fears; identify the issue hidden behind the fear; experience fear rather than react; understand the message; live the lesson, not the issue.
S1 Saturday 10 a.m.-noon S Bradshaw CHAR Oct. 13

LINKEDIN SOCIAL NETWORKING SERIES

LinkedIn–Just the Basics
CPT-251 $50
Are you on LinkedIn? In this course you will learn how to sign into LinkedIn, make connections, fill out a profile, search for connections on other people's profiles, join and create groups, get introduced, get applications, develop your home page, set up privacy settings and upgrade to paid features if you choose. No matter what your line of work or type of business, LinkedIn can be beneficial. Prerequisite: student should have basic computer navigation skills.
S1 Saturday 1-4 p.m. N Dube CHAR Sept. 15

Branding and Innovative Trends with LinkedIn
CPT-252 $50
This class is designed for more advanced students who want to optimize their LinkedIn profiles and use them for business applications. During this class you will learn how to optimize your profile for Google placement, set up and promote events, demonstrate your expertise by answering questions as an authority, give and receive recommendations and testimonials, build a business profile and add products or services. If you want to stay on top of your connections, leverage business opportunities and keep up to date with industry news, this is the class for you.
S1 Saturday 1-4 p.m. N Dube CHAR Sept. 22

Uncovering the Hidden Job Market with LinkedIn
CPT-253 $50
As business owners and managers, you are challenged to find top quality employees. In this class you will explore how to use LinkedIn to hire employees using little to no budget dollars. We will cover Boolean search techniques, job search strategies, search engine optimization and why links work, résumé screening, and managing and identifying passive candidates. LinkedIn's core is business-to-business connections, but the power goes beyond the simple connections. In addition, the class will also provide an overview of other social media platforms such as Facebook, Twitter, Google, Bing.
S1 Saturday 11 a.m.-2 p.m. N Dube CHAR Sept. 29
COMPUTER TRAINING AND CLASSES

Introduction to Adobe Creative Suite
CPT-211  $120
This course provides an introduction to the three software design programs that comprise the Adobe Creative Suite: Photoshop, Illustrator and InDesign. Participants will learn how to use 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. Prior computer experience is required; familiarity with Macintosh platform is helpful.

01 Tuesdays 6-9 p.m.  A Carter, C McGlynn
CHAR Oct. 9-23

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 Sept. 10-Oct. 22

Microsoft Excel
CPT-204  $112
Learn to format worksheets and develop charts and graphs from 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 Sept. 13-Oct. 18
S1 Saturdays noon-3 p.m.  TBA
CHAR Sept. 15-Oct. 20

Advanced Microsoft Excel
CPT-204B  $112
This course will teach advanced Excel applications. Through instructor-led step-by-step instruction, participants will learn how to perform “what if” analyses, create Pivot Tables, exchange data with other programs, control worksheet properties and calculations. Please bring a flash drive to the first class. Prerequisite: Microsoft Excel (CPT-204).
H1 Thursdays 6-9 p.m.  M Griffin
D117 Nov. 1-Dec. 13

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 to incorporate clip art into documents and flyers. Please bring a flash drive to the first class meeting.
F1 Fridays 6-9 p.m.  TBA
CHAR Sept. 14-Oct. 19
T1 Tuesdays 6-9 p.m.  M Griffin
D121B Sept. 11-Oct. 16

Microsoft PowerPoint
CPT-208  $112
This course offers a step-by-step approach to designing, creating, editing and enhancing presentations.
M1 Mondays 6-9 p.m.  M Griffin
D117 Oct. 22-Dec. 3

COMPUTER INDUSTRY CERTIFICATION

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 the Internet; establishing relationships between tables; finding, sorting and filtering information; creating basic queries; designing and using basic reports.
W1 Wednesdays 6-9 p.m.  M Griffin
D117 Oct. 31-Dec. 5

Review

Microsoft Office 2010
CPT-209  $120
Taught by instructor or self-paced CD. This course will teach students advanced skills with the Microsoft Office suite of programs, including Excel, Word, Access, PowerPoint and Outlook. 15-25 hours of class time required.
W1 Wednesdays 6-9 p.m.  M Griffin
D117 Oct. 31-Dec. 5

COMPUTER INDUSTRY CERTIFICATION EXAM PREPARATION

COMPTIA 220-701 A+ Essentials Certification Exam Prep CPT-503  $199
COMPTIA 220-702 A+ Practical Application Certification Exam Prep CPT-505  $199
COMPTIA N10-004 Network+ Certification Exam Prep CPT-507  $199
COMPTIA SY0-201 Security+ Certification Exam Prep CPT-509  $199
CISCO CCNA 640-802 Certification Exam Prep CPT-515  $399
CISCO CCNA 640-816 Certification Exam Prep CPT-517  $219
CISCO CCNA 640-822 Certification Exam Prep CPT-519  $219
MICROSOFT WORD 2010 77-601 Certification Exam Prep CPT-521  $199
MICROSOFT EXCEL 2010 77-602 Certification Exam Prep CPT-523  $199
MICROSOFT OUTLOOK 77-604 Certification Exam Prep CPT-525  $199
MICROSOFT MRP 70-290 Certification Exam Prep CPT-527  $219
PW-104 Certified Wireless Network Administrator (CWNA) CPT-531  $219
ORACLE 120-007 SQL Certification Exam Prep CPT-529  $219

There are no prerequisites for the above courses.

CISCO 640-721 Wireless Certification Exam Preparation CPT-511  $219
Prerequisite: Valid CCNA or any CCIE Certification can serve as a prerequisite for this course. For additional information visit: www.examforce.com or e-mail: ICTCertificationbhcc@gmail.com

MEDICAL AND HEALTHCARE

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 Oct. 6
S2 Saturdays 9 a.m.-1 p.m.  TBA
CHAR Dec. 1

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 overview of the profession 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 overview of the profession and...
Administration and Supervision in ECE Programs

The director of an early care and education program is the key to quality programming for children and to a satisfying work environment for teachers. Often supervising staff is very challenging, requiring many specialized skills. These modules provide both new and more experienced directors with up-to-date methods to motivate staff and support teachers to feel satisfied in their work. Course prerequisite: students must have taken Child Care Administration (ECE113) 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 3 college credits for Supervision in ECE (ECE115). ECE-115 may be used as one of the three career electives required in the A.S. degree program in Early Childhood Development and can also be used as Director II credit for DEEC certification.

Supervision for Team Building

ECI-306

Early care and education teachers must work closely with each other to meet the demanding needs of young children. Learn ways to build teams from diverse groups of teachers and help them work smoothly together toward shared goals. Students must have successfully completed Child Care Administration (ECE113) prior to registering for this course.

TBA Saturdays 9-11:30 a.m. R Rzezuski
CHAR Sept. 29

Trouble in the House:

Handling Conflict in Supervision and Among Staff

ECI-307

Early care and education teachers have to serve the needs of many: children, parents, other teachers and staff, and supervisors. Yet, these caring people are often uncomfortable with conflict and handle the demands of conflict resolution poorly, causing more problems than are solved. This module will provide real ways to tackle these problems and build stronger teams through positive conflict resolution. Students must have successfully completed Child Care Administration (ECE113) prior to registering for this course.

TBA Saturdays 9-11:30 a.m. R Rzezuski
CHAR Sept. 29-Oct. 6

Helping Adult Learners Move Forward

ECI-308

Early care and education teachers are adult learners with their own personal and professional goals. This module explores the ways that supervisors may help their teachers to grow and develop to meet their goals while strengthening the program at the same time. Students must have successfully completed Child Care Administration (ECE113) prior to registering for this course.

TBA Saturdays 9-11:30 a.m. R Rzezuski
CHAR Nov. 3-Dec. 1

Coaching and Mentoring:

Working in Supervision with ECE Staff and Teachers

ECI-309

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 student to practice and show evidence of learning. Students must have successfully completed ECI-306, -307, and -308 prior to registering in this course.

TBA Fridays 4-5:30 p.m. R Rzezuski
CHAR Jan. 11-Feb. 22

Medical Interpreting Certificate Program

Students will learn and practice correct and appropriate use of formal and informal, technical and non-technical speech styles, what the features of these speech styles are and how to observe and use speech styles of healthcare professionals. Specific skills that will be addressed include the correct use of English grammar to sound appropriately professional when speaking formally; increased ability to comprehend and respond to technical and non-technical medical and spoken English in healthcare settings with increased confidence; appropriate strategies for preventing and repairing communication breakdown; effective delivery of professional level oral presentations.

T1 T/TH 6-9 p.m. TBA
CHAR Oct. 9-Dec. 11

Oral Communication for Health Professionals

WCE-359 $250

Students will learn and practice correct and appropriate use of formal and informal, technical and non-technical speech styles, what the features of these speech styles are and how to observe and use speech styles of healthcare professionals. Specific skills that will be addressed include the correct use of English grammar to sound appropriately professional when speaking formally; increased ability to comprehend and respond to technical and non-technical medical and spoken English in healthcare settings with increased confidence; appropriate strategies for preventing and repairing communication breakdown; effective delivery of professional level oral presentations.

S1 Saturdays 9 a.m.-1 p.m. N Centers
CHAR Sept. 29-Dec. 1

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

- Practice exams covering the PMBOK® Guide areas of knowledge.
- Comprehensive module quizzes, and two full-length, 200-question exams for the PMP® certification exam including exam taking tips, ten commentary on subject matter, simulations and learner assessment tools. This type of higher level e-learning 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

**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 effectively human resources 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.

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**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

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**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

**Contractor Skills**

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

**Occupational Health and Safety Skills**

- OSHA
- HAZWOPER
- Miner Training
- AGC Construction P.M.
- Environmental Complianc
- 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
COMMUNITY EDUCATION
Online Courses

Other Bunker Hill Community College / MindEdge Online Courses
http://bhcc.mindedgeonline.com/partner/courses

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<th>COURSE</th>
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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://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
- Early Childhood: Observation & Assessment
- Educational Assessment: Assessing Student Learning in the Classroom
- Ethics & Safety in Education
- Harassment, Bullying & Cyber-intimidation in Schools
- 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 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: 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

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 • Fax: 617-228-2080

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

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.

**Career Training Programs**

- 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**

- 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.

**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

**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.

**MORE COURSES AVAILABLE AT OUR WEBSITES**

- [www.gatlineducation.com/bhcc](http://www.gatlineducation.com/bhcc)
- [www.ed2go.com/bunkerhill](http://www.ed2go.com/bunkerhill)
**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.

**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.

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**METHOD OF PAYMENT**

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NAME ________________________________
ACCOUNT NUMBER __________________________
EXPIRATION DATE __________________________
SIGNATURE ______________________________

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

SIGNATURE __________________________
DATE __________________________
BHCC Community Education offers hundreds of classes in the following areas:

Languages

Test Preparation Courses

Online Professional and Personal Development Classes

Career, Entrepreneurship and Life Education

LinkedIn Social Networking Series

Computer Training and Classes

Computer Industry Certification Exam Prep

Medical and Healthcare

Early Childhood Development Institute

and more!