

# Community Education

FALL 2012



## Express Yourself

When Yes Means Yes: Communicating Across Borders - PAGE 6



## 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](mailto: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>

### Parking Permits

Students enrolled in short-term (5 weeks or less) non-credit courses do not have to purchase a parking permit, but they do need to request a temporary parking permit. Individuals registering by mail, phone or fax should request a permit prior

to the first class meeting by e-mailing the Office of Community Education ([commed@bhcc.mass.edu](mailto:commed@bhcc.mass.edu)). Vehicles parked in BHCC parking areas without a current, valid parking permit will be ticketed and/or towed. No warning notices are given.

### Refund Policy

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

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

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



## Table of Contents

Language and Culture . . . . .	1	Computer Training and Classes . . . . .	7
Basic English as a Second Language . . . . .	1	Computer Industry Certification Exam Prep. . . . .	7
Languages . . . . .	2	Medical and Healthcare. . . . .	7
Test Preparation Courses. . . . .	2	Early Childhood Development Institute . . . . .	9
NEW – Online Professional and Personal Development . . . . .	3	Online Courses. . . . .	9
Career, Entrepreneurship and Life Education . . . . .	4	MindEdge Online Courses • Virtuaeduc.com/bhcc	
Personal Enhancement . . . . .	6	BHCC.360training.com • BHCC.theknowledgebase.org	
LinkedIn Social Networking Series . . . . .	6	GREEN online courses • Gatlineducation.com • ed2go.com	
		Registration form . . . . .	Inside back cover

## 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 \$99

(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 learn to write about formal and informal topics such as work, home, school, food, people, personality, the brain and behavior, nature and the environment, customs and traditions, inventions, American society and laws.

OL For username and password go to:  
www.bhcc.mass.edu/mycourseaccess TBA  
First Class in E451 • Oct. 17-Nov. 21

## BASIC ENGLISH AS A SECOND LANGUAGE

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

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

M1	LEC	M,W 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 BLL-002 \$229

This is a literacy course for non-native speakers of English. Students will learn basic writing and reading skills such as letter and word recognition, spelling, comprehending main ideas from short readings related to employment, education, and everyday life. Students 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 \$229

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

01	LEC	M,W 7:00 a.m.-8:15 a.m.	M105A	TBA
02	LEC	T,TH 8:30 a.m.-9:45 a.m.	E451	TBA
03	LEC	F 11:30 a.m.-2:15 p.m.	E140	TBA
M1	LEC	M,W 6:00 p.m.-7:15 p.m.	M105A	TBA
S1	LEC	S 9:00 a.m.-11:45 a.m.	B130	TBA
T1	LEC	T 6:00 p.m.-8:45 p.m.	E140	TBA
T2	LEC	T 9:00 p.m.-11:45 p.m.	B104	TBA

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

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

01	LEC	T,TH 7:00 a.m.-8:15 a.m.	M105A	TBA
02	LEC	T,TH 10:00 a.m.-11:15 a.m.	D214	TBA
H1	LEC	TH 6:00 p.m.-8:45 p.m.	M105B	TBA
M1	LEC	M,W 7:30 p.m.-8:45 p.m.	M105A	TBA
S1	LEC	S 12:15 p.m.-3:00 p.m.	B105	TBA
W1	LEC	W 9:00 p.m.-11:45 p.m.	B106	TBA

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

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

01	LEC	M,W 8:30 a.m.-9:45 a.m.	E140	TBA
02	LEC	F 8:30 a.m.-11:15 a.m.	M105B	TBA
03	LEC	M,W 11:30 a.m.-12:45 p.m.	B132	TBA
M1	LEC	M 6:00 p.m.-7:15 p.m.	D218	TBA
	LEC	W 6:00 p.m.-7:15 p.m.	E235A	TBA
S1	LEC	S 9:00 a.m.-11:45 a.m.	B129B	TBA
T1	LEC	T 6:00 p.m.-8:45 p.m.	E236	TBA
T2	LEC	T,TH 6:00 p.m.-7:15 p.m.	TBA	TBA
W1	LEC	W 6:00 p.m.-8:45 p.m.	E236	TBA

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

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

01	LEC	M,W 10:00 a.m.-11:15 a.m.	E140	TBA
02	LEC	F 11:30 a.m.-2:15 p.m.	B125	TBA
03	LEC	M,W 1:00 p.m.-2:15 p.m.	E232	TBA
H1	LEC	TH 6:00 p.m.-8:45 p.m.	E140	TBA
M1	LEC	M 7:30 p.m.-8:45 p.m.	D218	TBA
	LEC	W 7:30 p.m.-8:45 p.m.	E235A	TBA

# COMMUNITY EDUCATION

## Languages • Test Preparation

S1	LEC	S 12:15 p.m.-3:00 p.m.	B129B	TBA
T1	LEC	T,TH 7:30 p.m.-8:45 p.m.	D218	TBA

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

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

O1	LEC	T,TH 8:30 a.m.-9:45 a.m.	E236	TBA
O2	LEC	F 2:30 p.m.-5:10 p.m.	E140	TBA
O3	LEC	F 8:30 a.m.-11:15 a.m.	B130	TBA
H1	LEC	TH 6:00 p.m.-8:45 p.m.	E236	TBA
M1	LEC	M,W 6:00 p.m.-7:15 p.m.	B337	TBA
S1	LEC	S 9:00 a.m.-11:45 a.m.	B129A	E Ramos
T1	LEC	T,TH 6:00 p.m.-7:15 p.m.	E451	TBA

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

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

O1	LEC	T,TH 10:00 a.m.-11:15 a.m.	E451	TBA
O2	LEC	F 2:30 p.m.-5:10 p.m.	E236	TBA
O3	LEC	F 11:30 a.m.-2:15 p.m.	B129B	TBA
M1	LEC	M,W 7:30 p.m.-8:45 p.m.	B337	TBA
M2	LEC	M 7:30 p.m.-8:45 p.m.	G227	TBA
	LEC	W 7:30 p.m.-8:15 p.m.	M105B	
S1	LEC	S 12:15 p.m.-3:00 p.m.	B113	TBA
T1	LEC	T 6:00 p.m.-8:45 p.m.	B104	TBA
T2	LEC	T,TH 7:30 p.m.-8:45 p.m.	E451	TBA

### 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.

T1	LEC	T 6:00 p.m.-7:15 p.m.	B337	TBA
		TH 6:00 p.m.-7:15 p.m.	D218	TBA

**Before BSL students can enter academic ESL courses, they must take a placement test in the Assessment Center, Room B118.**

## LANGUAGES

### Introductory Irish Language/Culture LNG-451 \$80

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

T1	T/TH CHAR	6:45-8:15 p.m. Oct. 9-Nov. 8	M Newell
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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.

T1	Tuesdays CHAR	6-9 p.m. Sept. 25-Oct. 30	TBA
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### Beginning Spanish II LNG-400A \$129

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

T1	Tuesdays CHAR	6-9 p.m. Nov. 13-Dec. 18	TBA
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## TEST PREPARATION COURSES

### 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.

S1	Saturdays CHAR	1:30-4:30 p.m. Oct. 27-Dec. 1	P Espinoza-Toro
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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.

T1	T/TH CHAR	6-9 p.m. Sept. 11-Oct. 25	TBA
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S1	Saturdays CHAR	9 a.m.-1 p.m. Oct. 13-Dec. 15	M Wigfall
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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 [ssha4746@bhcc.mass.edu](mailto:ssha4746@bhcc.mass.edu) to register.

T1	Tuesdays CHAR	6-9 p.m. Sept. 18-Dec. 4	K Enright
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SHRM® Learning System Certification *see page 2*

### 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.

T1 Tuesdays 6-9 p.m. C Magaña  
CHAR Sept. 18-Dec. 18

## NEW – ONLINE PROFESSIONAL AND PERSONAL DEVELOPMENT

### Administrative Assistant Fundamentals

\$95

(ONLINE COURSE) Rapid growth in health, legal services, data processing, management, public relations and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. **To register, go to: [ed2go.com/bunkerhill](http://ed2go.com/bunkerhill)**

### Autism and Asperger's Disorder:

### Information and Effective Intervention Strategies \$199

(ONLINE COURSE) 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](http://virtualeduc.com/bhcc)**

### Behavior is Language:

### Strategies for Managing Disruptive Behavior

\$269

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

**To register, go to: [virtualeduc.com/bhcc](http://virtualeduc.com/bhcc)**

### Creating Web Pages

\$95

(ONLINE COURSE) Create and post your 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](http://ed2go.com/bunkerhill)**

### Harassment, Bullying and Cyber-intimidation in Schools

\$199

(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](http://virtualeduc.com/bhcc)**

### Project Management: PMP® Test Prep Course

\$699

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

### The Basic Tax Course (Federal Law)

\$500

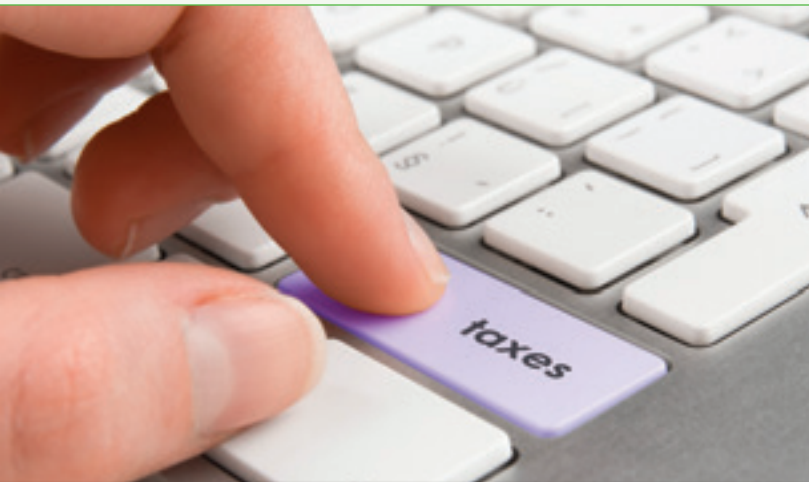
(ONLINE COURSE) The Basic Tax Course (Federal Law) is designed to provide students with the education and testing skills needed to pass federal and state examinations. It is suitable for beginner students who want to enter the tax preparation industry for the first time while offering more experienced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

### How to Build a Fun and Profitable Home-Based Business: Live Interactive Online Webinar BSN-203

\$20

Learn skills and activities that step-by-step will lay out what it takes to make more money and have more fun. This class is about your personal





**The Basic Tax Course (Federal Law)** page 3

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](http://www.jamesfarnham.com) to get an expanded course description and to ensure your computer is properly equipped.

S1	Saturday, Online Webinar	noon-2 p.m. Oct. 27	J Farnham
S2	Saturday, Online Webinar	noon-2 p.m. Dec. 8	J Farnham

**20 Ways to Earn Residual Income:  
 Live Interactive Online Webinar  
 BSN-205** **\$20**

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](http://www.jamesfarnham.com) to get an expanded course description and to ensure your computer is properly equipped.

S1	Saturday Online Webinar	9-11 a.m. Oct. 27	J Farnham
S2	Saturday Online Webinar	9-11 a.m. Dec. 8	J Farnham

**CAREER, ENTREPRENEURSHIP  
 AND LIFE EDUCATION**

**NEW PROGRAM COMING SOON!**

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

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

**Art of Cartooning  
 ART-305** **\$50**

This class uncovers the secrets of the whimsical art of cartooning. Students will learn how to construct cartoon characters from head to toe—and most parts in between. They'll also learn how to put their characters

into action, making them appear able to think and feel. By the end of the course, students will have created their own comic strips, caricatures and even their own flipbook animation. 6 weeks.

S1	Saturdays CHAR	10 a.m.-noon Nov. 3-Dec. 8	F Bernard
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**Art of Networking  
 WCE-355** **\$50**

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.

S1	Saturday CHAR	1-3 p.m. Oct. 27	L Correa
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**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.

SU	Sundays E421	1-4 p.m. Sept. 16-Oct. 21	K Hanley
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**Basics of Entrepreneurship Certificate Program  
 BSN-201** **\$249**

This course provides information to prospective and current entrepreneurs in assisting them in starting and building a successful business. The program includes writing a business plan, basic business finance, principles of marketing, supervisory and leadership skills, principles of negotiating, writing first contracts and whether to incorporate. A certificate is granted upon completion. **For more information, please call 617-228-2462.**

01	M/W CHAR	6-8 p.m. Oct. 22-Dec. 12	L Miranda
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**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.

S1	Saturday CHAR	10 a.m.-noon Oct. 6	P Beck
S2	Saturday CHAR	10 a.m.-noon Nov. 3	P Beck

**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 and storytelling; the computer basics to create and edit film. The course will involve numerous practical exercises.

W1	Wednesdays E169	6:30-8:45 p.m. Sept. 26-Dec. 12	M Chan
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**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;



**Basics of Entrepreneurship  
 Certificate Program** page 4

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 \$100**

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. L Greer  
 CHAR Oct. 17-Nov. 7

**Personal Fitness Trainer Certification Course  
 FSR-475 \$799**

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.witseducation.com](http://www.witseducation.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 \$250**

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.

T1 T/TH 6-8 p.m. C Turner  
 CHAR Oct. 16-Nov. 1

**Pre-license Real Estate Sales  
 WCE-473 \$350**

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

**Principles of Special Education Laws and Regulations  
 WCE-251 \$45**

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 Saturday noon-3 p.m. L D'Ambrosio  
 CHAR Nov. 10

**SHRM Essentials of HR Management  
 BSN-124A \$499**

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.

S1 Saturdays noon-3 p.m. TBA  
 CHAR Oct. 20-Nov. 17

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

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

01 Wednesdays 6-9 p.m. L Daniels  
 CHAR Oct. 3-Nov. 21

# 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 CHAR	10 a.m.-noon	P Beck Sept. 22
S2	Saturday CHAR	10 a.m.-noon	P Beck 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 CHAR	6-8 p.m. Nov. 7-28	R Torres
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#### 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 CHAR	10-11:30 a.m. Nov. 26-Dec. 17	E Moricz
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#### 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 CHAR	10-11:30 a.m. Oct. 25-Nov. 15	E Moricz
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#### 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 CHAR	10 a.m.-noon. Nov. 17	S Bradshaw
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#### 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 CHAR	10 a.m.-noon Nov. 10	S Bradshaw
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#### 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 CHAR	7-9 p.m. Oct. 18-Oct. 25	J Levine
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#### 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 CHAR	10 a.m.-noon Oct. 13	S Bradshaw
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## 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 CHAR	1-4 p.m. Sept. 15	N Dube
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#### 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 CHAR	1-4 p.m. Sept. 22	N Dube
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#### 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 CHAR	11 a.m.-2 p.m. Sept. 29	N Dube
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### 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 PivotTables, 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

SU Sundays noon-3 p.m. TBA  
 CHAR Nov. 4-Dec. 2

#### 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

### COMPUTER INDUSTRY CERTIFICATION EXAM PREPARATION

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

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](http://www.examforce.com) or e-mail: [ICTCertificationbhcc@gmail.com](mailto: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



**Medical Interpreting Certificate Program** page 7

professional settings; sight translation; consecutive and simultaneous interpreting practice; role playing and note-taking techniques; readings in the field; exercises for building memory and concentration; discussion of practices, standards, and ethics; vocabulary in the medical field; advice on how to find and keep a job as an interpreter. This course is open to all languages, but students must be able to fully comprehend and communicate in both English and at least one other language. Because a selective interview is required before acceptance, students must register at least 2 weeks in advance. The College will issue a certificate upon satisfactory completion of this course, and participants receiving a certificate will be given the opportunity to interview with Transfluenci for potential employment as interpreters. This program meets requirements of the International Medical Interpreters Association (IMIA) for national certification. Prior to acceptance into the course, the student must take a brief oral language proficiency test by phone.

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

**Oral Communication for Health Professionals** **\$250**  
**WCE-359**

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.

**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** **\$110**  
**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. 8-29

**Trouble in the House: Handling Conflict in Supervision and Among Staff** **\$110**  
**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 Oct. 6-27

**Helping Adult Learners Move Forward** **\$110**  
**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** **\$135**  
**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

## Administration and Supervision in ECE Programs

All four modules=40 hours ECI-306, ECI-307, ECI-308, ECI-309

Upon successful completion of all four modules and assignments, students will receive the Administration and Supervision in ECE Programs Certificate. For further information visit BHCC online at [bhcc.mass.edu/eci](http://bhcc.mass.edu/eci) or call the Office of Community Education at 617-228-2462.

## ONLINE COURSES AT BUNKER HILL COMMUNITY COLLEGE

### NEW ONLINE COURSES

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

<http://bhcc.mindedgeonline.com/partner/courses>

### 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.

## 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>

### Insurance and Financial Services

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

### Healthcare CE

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

### Food Safety

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

### Contractor Skills

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

### Training Features:

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

### Occupational Health and Safety Skills

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

### Green Building

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



### Other Bunker Hill Community College / MindEdge Online Courses

<http://bhcc.mindedgeonline.com/partner/courses>

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

### 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](mailto:commed@bhcc.mass.edu) • Fax: 617-228-2080

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

# ONLINE LEARNING



## Bunker Hill Community College

### Career Training Programs

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

#### Features:

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

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

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

#### Pharmacy Technician

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

#### Medical Coding and Billing

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

#### Medical Transcription

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

#### Six Sigma Black Belt

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

### Online Courses

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

#### Features:

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

#### How to Get Started:

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

#### Introduction to Microsoft Excel

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

#### Introduction to Microsoft Access

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

#### Introduction to Microsoft Word

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

#### Introduction to PowerPoint

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

#### Creating Web Pages

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

**MORE COURSES AVAILABLE AT OUR WEBSITES**

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

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



# NON-CREDIT REGISTRATION FORM FALL 2012

## BHCC REGISTRATION FORM FOR NON-CREDIT COURSES

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

Office of Community Education,  
Room M107, Charlestown Campus

**Phone:** 617-228-2462

Monday-Friday, 2-4 p.m.

Have your credit card information  
ready when you call.

**Register by Fax**

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

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

### Refund Policy:

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

SOCIAL SECURITY NUMBER

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DATE OF BIRTH

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GENDER

M  F

STUDENT'S LAST NAME

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STUDENT'S FIRST NAME

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MAILING ADDRESS

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CITY

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AREA CODE & HOME PHONE

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AREA CODE & WORK PHONE

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

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

AI - American Indian/Alaskan Native

AD - Black/African American

AS - Asian

NP - Native Hawaiian/Pacific Islander

WH - White

CV - Cape Verdean

CURRENT E-MAIL ADDRESS:

PLEASE PRINT CLEARLY

### FOR COMMUNITY EDUCATION COURSES NOTE THE FOLLOWING:

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

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

### METHOD OF PAYMENT

Check

Money Order

VISA

MASTERCARD

DISCOVER

AMERICAN EXPRESS

NAME \_\_\_\_\_

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

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

SIGNATURE \_\_\_\_\_

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

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



**Bunker Hill  
Community College**

imagine the possibilities

**COMMUNITY EDUCATION**

Charlestown Campus, Room M107

250 New Rutherford Avenue

Boston, Massachusetts 02129

Telephone: 617-228-2462

Fax 617-228-2080

[www.bhcc.mass.edu/ce](http://www.bhcc.mass.edu/ce)

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

Languages

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!