

THE DIVISION OF WORKFORCE AND ECONOMIC DEVELOPMENT

Workforce and Community Education Catalog

BHCC ENTERPRISE CENTER
FOR ENTREPRENEURSHIP
AND TRAINING (ECET)



bhcc.edu/workforce

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

FALL HIGHLIGHTS

- SNAP Path to Work Program
- Public Water System Operator
- Marine Technician Program: Introduction to Marine Engines and Systems
- Certified Surgical Technologist (CST) Exam Preparation Course
- Foundations of IT Support (COMPTIA A+ Certification Prep Course)
- Cannabis Certificate Programs

Bunker Hill Community College

Workforce and Community Education

The Workforce and Community Education courses, offered through the Division of Workforce and Economic Development at Bunker Hill Community College, features credit and non-credit courses—online or in-person—for individuals or for employers.

If you are an employer interested in customized training, internships or connecting with our programs and faculty, please email us at: employer.inquiries@bhcc.edu.

If you are an employer who wants to post a job, please click this link to set up a job posting account. Joinhandshake.com

Courses are offered for all levels of experience, from Basic English Language Learning (BELL) to Test of English as a Foreign Language (TOEFL); from High School Equivalency Standardized Test (HiSET) to Project Management Professional (PMP) exam prep. Whether you are looking to improve your language skills to prepare for college or a career, stay current with the latest technology, or want to explore something entirely new, Workforce and Community Education courses can help you achieve your personal and professional goals.

Register today!

1. Go to Bunker Hill Community College Workforce and Community Education Course Catalog. bhcc.edu/cce-catalog
2. Type course name or course code in Search box.
3. Click Register button to enroll and pay. Please confirm the correct date and time for your schedule before registering.
4. Click New Account to register. Note: If you have an Elevate account, you may type in your username and password to sign in.
5. Fill in and complete all the information. Fields that have a red asterisk (*) are required.
6. Create a user account.
7. Enter credit card or debit card for payment method.

You will receive an email to confirm your registration

Note: There is a 3% service fee, depending on the course, for debit and credit payments. You may also register in person at Student Central located on the second floor B-Building at the Charlestown Campus using the red stand-alone kiosks.

Cancellation and Refund Policy:

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

The college reserves the right to delay the course start date to gain the minimum enrollment to run the class. In such case, students will be notified of the course

delay. If the college cancels a class due to no or low enrollment, students will be notified 24 – 48 hours in advance of the course start date and receive a full refund. If a student has paid by credit card, refunds will automatically be credited to the same credit card.

For refund policy, please visit:
bhcc.edu/workforce/career

Mission of Bunker Hill Community College

Bunker Hill Community College serves as an educational and economic asset for the Commonwealth of Massachusetts by offering associate degrees and certificate programs that prepare students for further education and fulfilling careers. Our students reflect our diverse local and global community and the College integrates the strengths of many cultures, age groups, lifestyles and learning styles into the life of the institution. The College provides inclusive and affordable access to higher education, supports the success of all students and forges vibrant partnerships and pathways with educational institutions, community organizations and local businesses and industries.

Vision of Bunker Hill Community College

Bunker Hill Community College empowers and inspires students, faculty and staff diverse in identities, experiences and ideas to make meaningful contributions to our local and global communities. The College embodies a spirit of inquiry, critical thought, inclusive excellence and lifelong learning.

BHCC Institutional Values

Bunker Hill Community College trustees, faculty, staff and students embody the highest academic and institutional integrity through their commitment to:

- Access and Success
- Excellence and Innovation
- Economic and Social Justice
- Inclusiveness and Equity
- Civic Engagement and Service
- Kindness and Respect
- Accountability and Transparency

The Mission of the Division of Workforce and Economic Development

Mission: The Mission of the Division of Workforce and Economic Development is to provide opportunities for education and training leading to professional advancement and life-long learning while meeting the workforce needs of the communities we serve.

Vision: The WFED Division seeks to empower diverse learners with quality education that will advance career achievement and personal goals.

Instruction Modality: (How will my classes be taught?)

How courses are taught and coded is outlined below. Here are two definitions to assist you in interpreting the chart you find under these terms:

- Synchronous:** You will learn online with your instructor and classmates on a specific date and time each week at the same virtual location such as on WebEx, Zoom or other video platforms. You can ask questions in real time and meet virtually face-to-face.
- Asynchronous:** You will not meet with your instructor and classmates at a specific date and time each week. You will develop your own schedule and follow the course syllabus that outlines all assignment due dates.

If you have any questions, please email commmed@bhcc.edu.

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Fall 2025 Course Delivery Information

Course Mode	Description	In-Person	Scheduled Meeting
In Person	Requires physical attendance at set days/times	Yes	Yes
Remote	Requires real-time virtual attendance such as Webex at set days/times	No	Yes
Web	Requires regular online participation but does not require attendance on set days/times	No	No
Hybrid: In Person and Remote	Requires physical attendance at set days/times and requires real-time virtual attendance such as Webex at set days/times	Yes	Yes

continued

Fall 2025 Course Delivery Information *continued*

Course Mode	Description	In-Person	Scheduled Meeting
Hybrid: In Person and Web	Requires physical attendance at set days/times and online participation outside of scheduled class time * Students will be completing class work on their own time	Yes	Yes
Hybrid: Remote and Web	Requires real-time virtual attendance such as Webex at set days/times and online participation outside of scheduled class time * Students will be completing class work on their own time.	No	Yes
Guided Self-Study	Requires physical attendance and/or real-time virtual attendance. Students will work with instructor to determine regular meeting schedule and modality	To be determined	To be determined

Book Ordering:

If your course requires a textbook, check on the course’s webpage to determine if you need to purchase the book from the college bookstore or the book’s publisher. Please visit:
bhcc.edu/workforce/resourcestohelpyousucceed/bookpurchase If you need to talk to a bookstore representative, please call 617-228-2304. If you have any questions about the course, please email commmed@bhcc.edu.

ADULT EDUCATION

Bunker Hill Community College offers two Massachusetts Department of Elementary and Secondary Education (DESE) grant funded programs to assist adults in developing the necessary skills in English language proficiency, acquire a High School Credential (HiSET), to gain the skills to successfully complete college courses and receive six college program credits.

The Adult Education Program

The Adult Education program at the Chelsea Campus and the BHCC Boston Adult Education Consortium provide educational and support services for adults who lack English language and literacy skills and/or do not have a high school diploma. This comprehensive program provides

free educational services that include courses in Basic English for Speakers of Other Languages (ESOL), AE literacy and High School Equivalency Assessment (HiSET) preparation in Spanish and in English.

Classes are held in Chelsea and Boston. The ESOL and Spanish HiSET Adult Education courses are offered during the day, evening and Saturdays at the Chelsea Campus. The AE literacy, Pre-HiSET and HiSET Adult Education courses are held at LARE Institute, the College’s program partner in Chelsea, the Boston Chinatown Neighborhood Center (BCNC), and Educational Development Group satellite locations around Boston.

Transitions to College Program

The Department of Education funded Transitions to College Program at BHCC enables students currently or previously enrolled in an adult education program to enroll in college-level courses by learning the essential skills needed to be a successful student. Students develop an education and career plan while enrolling into a program of study. The program is year-long and classes are offered at no cost to students (tuition, fees, and books are paid for).

Register now!
bhcc.edu/adulted

TEST PREPARATION

Test of English as a Foreign Language (TOEFL®) Preparation

TFL-101E **\$419**

This course features up-to-date, realistic practice tests and cooperative learning strategies designed to familiarize students with the test format and develop test-taking strategies that improve their scores. A strong academic English background is recommended. The course curriculum is based on the TOEFL iBT® (internet-based test).

Total hours: 40

F01	T/TH	6-8:30 p.m.	Remote & Synchronous
Oct 14–Dec 11, 2025			

High School Equivalency Test Preparation (HiSET®, formerly GED®)

GED-104AE **\$325**

To prepare for the Massachusetts Department of Education's HiSET, students will take practice tests and develop individualized study plans. Beginning with diagnostic testing, instruction focuses on writing, reading, math, science and social studies. Students will use textbooks/workbooks and calculators (cost not included in course fee). There is also a separate fee for testing.

FT1	W/W	6-8:30 p.m.	Remote & Synchronous
Sept 8–Nov 3, 2025			
FS1	S	9 a.m.-1 p.m.	Charlestown
Oct 4–Dec 13, 2025			

Test of Essential Academic Skills® (TEAS) Prep for Reading and Grammar

TRG-101E **\$229**
(+ book price \$40)

This course focuses on the reading and grammar component of the Assessment Testing Institute® (ATI) TEAS® exam. Tuition does not include the book, which must be purchased separately from the college bookstore. Book Title: *ATI TEAS Secrets Study Guide by Mometrix Test Preparation*

(six sessions at 3 hours each. Total Hours: 18)

F01	M	6-9 p.m.	Remote & Synchronous
Sept 8– Oct 20, 2025			
F02	M	6-9 p.m.	
Oct 27 - Dec 1, 2025			

Test of Essential Academic Skills® (TEAS) Prep for Math and Science

TSM-101E **\$229**
(+ book price \$40)

This course focuses on the math and science content of the Assessment Testing Institute® (ATI)

TEAS® exam. Tuition does not include the book, which must be purchased separately from the college bookstore. Book Title: *ATI TEAS Secrets Study Guide by Mometrix Test Preparation*

(six sessions at 3 hours each. Total Hours: 18)

F01	T	6-9 p.m.	Remote & Synchronous
Sept 2–Oct 7 2025			
F02	T	6-9 p.m.	
Oct 14–Nov 18, 2025			

HUMAN RESOURCE MANAGEMENT

Society for Human Resource Management (SHRM) Learning System®–Certified Professional (SHRM-CP™) and Senior Certified Professional (SHRM-SCP™) Certification Preparation

BSN-124E **\$785**
(+ book price estimated \$775)

Designed by global subject matter experts, this course covers the entire SHRM Body of Competency and Knowledge™ (SHRM BoCK™) which encourages human resource professionals to acquire the competencies and knowledge they will need to perform their jobs effectively and be successful in their careers. Learn to retain study materials effectively and efficiently through a combination of expert instruction and peer discussion. This course prepares HR professionals to take either the SHRM-CP or SHRM-SCP exam. Tuition does not include the book, which must be purchased from the college bookstore separately. The book cost is \$775. The book is tied to the SHRM LS license so you must purchase the book. Study materials including comprehensive learning modules in print and e-reader formats and advanced online resources are included in the course fee.

FS1	S	9 a.m.-12 p.m.	Remote and Synchronous
Sept 20–Dec 14, 2025			
FT1	T/TH	6-7:30 p.m.	Remote and Synchronous
Sept 9–Dec 3, 2025			

"You might not remember me, but I attended your SHRM prep class in the fall of 2019 at Bunker Hill and I received my SHRM-CP certification in January 2020. I just wanted to say thank you for all that you taught and for all of your help. I was promoted to Associate Director as of yesterday and it was in part due to me receiving my SHRM certification. I know I had to do my part in studying, but I am extremely grateful for the opportunity to be part of your class and all that I learned in such a short period of time. Keep up the good work."

– Maria Galarza, Associate Director, Facilities HR

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

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

WORKFORCE HIGHLIGHT

SNAP PATH TO WORK PROGRAM

What is the SNAP Path to Work Program?

The SNAP Path to Work program is a state initiative that helps individuals receiving SNAP (Supplemental Nutrition Assistance Program) benefits access free education, job training, and employment support services. Funded through non-federal sources, this program is designed to promote self-sufficiency by connecting participants with skills-based training that leads to in-demand jobs.

Participants in the program may receive:

- Free tuition for eligible training programs
- Support services such as career coaching, job placement assistance, and more
- Access to short-term credential programs that align with industry needs

To qualify, individuals must be active SNAP recipients and not receiving federal cash assistance (such as TANF). Eligibility is determined by the Massachusetts Department of Transitional Assistance (DTA).

BHCC and SNAP Path to Work

Bunker Hill Community College is actively working to become an approved SNAP Path to Work provider for Fall 2025. This would allow eligible students to enroll in select workforce training programs at no cost, thanks to state and private funding support.

Our goal is to reduce financial barriers to education and expand access to high-quality training that leads to stable, well-paying jobs.

More information about eligible programs and how to apply will be available in the coming months.

SHRM Essentials of HR Management
BSN-124AE

\$465

(+ book price estimated \$335)

The SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resource roles and responsibilities. It gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues. This course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills. As part of the tuition, each participant receives a reference book during the first class. Additionally, participants receive access to online tools to support their studies.

The 15-hour SHRM Essentials of HR Management is ideal for entrepreneurs, small business owners, and office managers who also perform HR tasks. Tuition does not include the book, which must be purchased separately from the college bookstore. The cost is about \$335. The book is tied to a license so you must purchase this book.

FH1 W 6-9 p.m. Remote and Synchronous
Oct 1–Oct 29, 2025

“The SHRM Learning Class has been an incredibly beneficial experience. From the beginning, of the experience working with Jack Chan to enroll, Bunker Hill has been superb. Kathleen Enright is a fantastic teacher and has made learning exciting and pleasurable. She provides keen insight into the

industry and offers a wealth of assistance on how to prepare for SHRM Certification. I highly recommend the class to anyone in HR, thinking of HR or for those interested in business management. It is like a mini-MBA. Kudos to Bunker Hill for putting this together.
– Gary D. Alexander VP for Administration and Finance Hellenic College, Brookline, MA.

Mastering Project Management with PMP®
Prep (Self-Paced)
Registration

\$839

Remote & Asynchronous

bhcc.edu/pmp

Learn advanced project management topics, concepts, and more in this comprehensive PMP prep course. You will also be prepared to sit for the PMP certification exam upon course completion. You will learn about project selection, strategy development, complex schedule modeling, forecasting, risk identification and assessment, statusing, recovery, and more. The material covered in this course is guaranteed to meet or exceed the educational prerequisites needed to prepare and take the Project Management Professional (PMP)® certification exam. The following eBook will be provided to you approximately 7-10 business days after enrollment: *A Guide to the Project Management Body of Knowledge*, 6th edition (PMBOK® Guide) (eBook)

NOTE: Tuition does not come with the PMP exam voucher. The exam will need to be purchased separately.

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

Prerequisites: You should have at least two years of experience managing projects or completing the Project Management Essentials with CAPM Prep course.

FS1 S 9 a.m- 1 p.m Oct 4–Dec 6, 2025

PROJECT MANAGEMENT

Learn How to Better Manage Virtually Any Project Scenario with a Proven Methodology

Project Success Method – Methodology

For over 38 years, techniques learned from the proprietary Project Success Method have helped teams dramatically improve their project performance through:

Formal detailing of project requirements, collaborative development of project plans, and successful project execution through an accountable control process.

The Project Success Method offers the best of both worlds. It is a blend of traditional waterfall project management and the agile approach, enabling teams to move quickly while ensuring their customers have a delivery date they can trust.

The powerful and practical hands-on methodology can be learned in our 18 ½ hour class and applied immediately upon completion.

The Project Success Method requires no project management or Agile experience, no software tools, and no templates. The Project Success Method can be used in any business application and any project scenario. The Project Success Methodology is neither simply “academic” nor “theory”; it provides the most effective and efficient real-world process for developing, ensuring, and maintaining a consistency in approach within project teams.

Project Success Methodology
PSM-100E \$1,495

F1 T/W 8 a.m.-5:30 p.m. Remote & Synchronous,
PSI Instructor Oct 14–Oct 15, 2025

Use Microsoft Project in Ways You Never Thought Possible to Manage Your Projects

The Project Success Method Toolkit for Microsoft Project Class

The Project Success Toolkit is a proprietary add-on for Microsoft Project 2013/2016/2019 that augments the core functionality of Microsoft Project. Over 6,200 users around the globe

including many in the world’s best-known companies are using the Toolkit to more efficiently and effectively manage their projects. The Toolkit enhances the scheduling functionality of Microsoft Project and allows the user to follow the Project Success Method by enabling critical path and duration-based scheduling. Additional functionality unavailable in standard copies of Microsoft Project is listed below. This program is designed for prospective users of Microsoft Project.

Prerequisites: Project Success Method Class strongly recommended.

Note: An understanding of the Project Success Method is essential for using The Project Success Toolkit. The Toolkit was developed from the perspective of “adapting the tool to meet the needs of the methodology,” as opposed to “adapting the methodology to fit the tool.” No prior Microsoft Project experience is needed. Some proficiency with using Microsoft Windows is needed. Students must provide their own licensed copy of Microsoft Project 2013, 2016 or 2019. Software: Currently the class supports Microsoft Project 2013, 2016 and 2019 versions.

PSM Toolkit Class for Microsoft Project
PST-100E \$895

F1 TH 8 a.m.-5:30 p.m. Remote & Synchronous,
PSI Instructor Oct 16, 2025

TECHNOLOGY AND CAREERS

Cybersecurity Training Certificate

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

There are two main courses in the program:

NON-108E Cybersecurity: Immediate Immersion – Thinking like an attacker and network traffic analysis

This course requires a textbook, which can be purchased at the publisher’s website. Once registered, the book may be purchased here: nostarch.com/packetanalysis3.

NON-118E Cybersecurity Defense builds on the defensive skills and experience students gained in Immediate Immersion. The twelve-week course is designed to impart a strong foundation of defensive information security skills, preparing students for entry-level careers as security operations center analysts and digital forensics

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

Technology and Careers

analysts. Students work through six online real-life tasks in a private cloud environment with help, advice and feedback from a knowledgeable mentor and extensive online learning resources. The tasks are embedded in the realistic, but fictional, context of work as an entry-level employee of a government cyber operations agency.

See website for tasks included in the course.

bhcc.edu/workforce/career/cybersecuritytrainingcertificate

Upon successful completion of the two courses, you will separately enroll in Udemy's 21-hour CompTIA Security prep course and purchase the full-length CompTIA Security+ (SY0-601) Practice Exams. Combined, your purchase of both the course and practice exams from Udemy will be about \$40.00. Please note: Prices are subject to change and BHCC has no control of the tuition cost charged by Udemy.

Cyber Attack and Defense: Immediate Immersion (Six Weeks) NON-108E

\$1,599
(+ book price estimated \$50)

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

See website for cyber attack and defense tasks included in the course.

bhcc.edu/workforce/career/cybersecuritytrainingcertificate

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

nostarch.com/packetanalysis3

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

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

N01FA M Hybrid (Combination of self-study and instructor-led, remote)
Sep 15–Nov 10, 2025

Cyber Defense (12 weeks) NON-118E

\$ 3,999

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

See website for pre-requisites.

bhcc.edu/workforce/career/cybersecuritytrainingcertificate

N01FA M Hybrid (Combination of self-study and instructor-led, remote)
Dec 1, 2025–Mar 16, 2026

Google IT Support Professional Certificate WBD-100E

\$2,089

The Google IT Support Professional Certificate prepares you for an entry-level job in IT support in under six months. No experience is necessary.

This 5-course certificate, developed by Google, includes innovative curriculum designed to prepare you for an entry-level role in IT support. A job in IT can mean in-person or remote help desk work in a small business or at a global company like Google. The program is part of Grow with Google, a Google initiative to help create economic opportunities for all Americans. Upon completion, students will be able to apply for entry level IT positions. Top employers such as Cognizant, GE Digital, Hulu, Info says, Intel and Sprint are interested in applicants with this credential.

This hybrid course allows you to learn asynchronously – on your own – and with the benefit of a dedicated instructor who will meet with the students over videoconferencing one night per week. The meeting length is 2 to 2.5 hours. Students can complete the program in four months provided that 10+ hours per week is invested in studying or in eight months, contingent upon investing a minimum of six hours a week of self-study.

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

If you are unemployed, you could be eligible for free tuition. This program is TOP, MassHire eligible. A TOP applicant must dedicate up to 20 hours per week studying in the program (self-study + instructor-led).

F01 M 6-8:30 p.m. (Instructor-led portion)
Hybrid Oct 6, 2025–Feb 2, 2026

Foundations of IT Support (CompTIA A+ Certification Prep course)

CMP - 100 E \$2,749

This course is designed for entry-level computer technicians or individuals looking to start a new career in the IT industry. The course will prepare you to sit for the CompTIA A+ certification exam. CompTIA A+ certified professionals are proven problem solvers. They support today's core technologies from security to networking to virtualization and more. CompTIA A+ is the industry standard for launching IT careers into today's digital world. To be successful in this course, students should have a basic understanding of computers, have a curiosity to learn, and are problem solvers. Students will have the base knowledge to sit for the CompTIA A+ 1101 and 1102 exams and will be given test vouchers to take both exams. A group exam date will be scheduled within a month of course completion.

F1 T/TH 6-8:30 p.m.
Lecture and Remote Oct 7–Dec 8, 2025

Red Hat Certified System Administrator (RHCSA) Program

An IT professional who has earned the Red Hat Certified System Administrator (RHCSA®) is able

to perform the core system administration skills required in Red Hat Enterprise Linux environments.

Red Hat System Administration I

Red Hat System Administration I (RH124) is designed for IT professionals without previous Linux system administration experience. The course provides students with Linux administration competence by focusing on core administration tasks. This course also provides a foundation for students who plan to become full-time Linux system administrators by introducing key command-line concepts and enterprise-level tools.

Red Hat System Administration II

Red Hat System Administration II serves as the second part of the RHCSA training track for IT professionals who have taken Red Hat System Administration I. The course goes deeper into core Linux system administration skills in storage configuration and management, installation and deployment of Red Hat® Enterprise Linux®, management of security features such as SELinux, control of recurring system tasks, management of the boot process and troubleshooting, basic system tuning, and command-line automation and productivity.

This course series prepares students to sit for the RHCSA certification exam, and for a career as a Red Hat Certified System Administrator (RHCSA). This course teaches students about the Red Hat Enterprise Linux environment, procedures, processes, commands and tools needed to become a RHEL systems administrator. Students learn the essentials of creating and securing

WORKFORCE HIGHLIGHT

PUBLIC WATER SYSTEM OPERATOR

Currently, water utilities face challenges in recruiting, training, and retaining employees. These challenges are exacerbated with roughly one-third of the water sector workforce eligible to retire in the next 10 years. Employment in a water utility provides individuals with a rewarding and stable career.

The "Introduction to Becoming a Public Water System Operator" is a 17.5-hour course designed to introduce individuals to the field of operating a public water system. It will assist individuals with little or no previous drinking water experience in preparing for the

Grade 1 Treatment and Distribution Water Operator Examinations, as well as the Very Small System (VSS) Water Operator Examination. The course is taught over a 5-week period with each class meeting once per week for 3 ½ hours each week.

Attendees attending all 5 weeks of this course will be awarded 15.0 TCHs (Training Contact Hours).

Please visit the link below for more information:

bhcc.edu/workforce/grantsandfinancialassistance/publicwatersystemoperator

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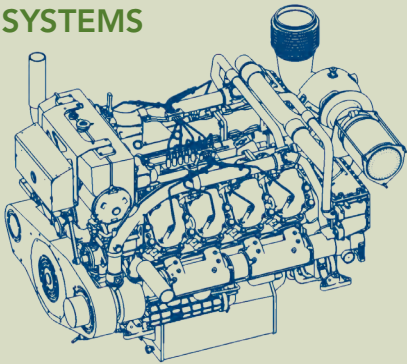
WORKFORCE HIGHLIGHT

MARINE TECHNICIAN PROGRAM:
INTRODUCTION TO MARINE ENGINES AND SYSTEMS

Support the blue economy and start learning how to work on marine diesel engines! The course will focus on diesel maintenance processes, basic marine wiring and electrical, and the hands-on, how-to's for working on small engines.

Please visit the link below for more information:

[bhcc.edu/workforce/career/
marinetechnicianprogram/](https://bhcc.edu/workforce/career/marinetechnicianprogram/)



networks and network services, keeping files secure and organized, creating and overseeing users and groups, and how to attach and configure a workstation on an existing network, as well as set up, configure and troubleshoot Red Hat Linux Enterprise servers.

Remote & Synchronous

To find out about the start dates please visit the web page: bhcc.edu/workforce/career/redhatcertifiedsystemadministratorprogram or contact Lauren Ellis at: lauren.ellis@bhcc.edu

Pre-License Real Estate Sales
WCE-473E

\$399

(+ book price estimated \$50)

This 40-hour class prepares participants to take the Massachusetts Real Estate Salesperson's Examination. Students who successfully complete this class will receive the certification required to sit for the examination. Attendance at every class is required. Book Title: Principles of Real Estate Practice in Massachusetts by Performance Programs Company.

FM1 M/W 6-9 p.m. Remote & Synchronous
Oct 20–Dec 10, 2025

"David delivered and educated me on the fundamentals of Real Estate. I feel that with some additional reading and studying on my own that I'm ready to take the exam because of him. I'm glad I took this class and will recommend it to others."

"This course definitely exceeded my expectations, the course was easy to follow and broken down by David who kept everything organized and kept us on track in order to follow the material and explained everything in depth. I would definitely recommend this course to anyone interested in pursuing a real estate license."

"I'm ready to take the test and i feel like with the online videos and the way Dave teaches it's so much easier."

"This class exceeded my expectations. Professor Ceruolo provided in depth knowledge of the content, shared various resources and provided real life examples of issues relating to real estate."

ServSafe Training

ServSafe Manager Food Safety
Certification

Increase your job prospects in the food industry by earning your ServSafe Manager Certification. The course covers all the key topics that are critical to food safety, including preventing cross-contamination, understanding foodborne illnesses, and implementing proper food handling procedures. You will be given ample opportunities to review and practice for the exam.

Please visit this page for book ordering details:

[bhcc.edu/workforce/career/
servsafemanagerfoodsafetytraining.](https://bhcc.edu/workforce/career/servsafemanagerfoodsafetytraining)

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

ServSafe Food Handler Training

Interested in working in the food service industry? You will learn about safe food handling practices, proper food preparation, storage, and serving techniques to prevent foodborne illnesses and ensure food safety. This class is taught in-person, at the Chelsea Campus.

No experience necessary to take this class. When you pass the exam, you will receive a signed food

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handler certification, valid in Massachusetts.

The course is offered in English and Spanish. The book is included in your tuition and you will receive it on the first day of the course.

ServSafe Food Handler in English SLF-102E \$205

F01 S 8:15 a.m-3:15 p.m. In Person
(Chelsea Campus) Dec 14, 2025

ServSafe Food Handler in Spanish SLF-105 \$205

07 S 8:15 a.m-3:15 p.m. In Person
(Chelsea Campus) Dec 7, 2025

Marine Technician Program: Introduction to Marine Engines and Systems

In partnership with Mass Marine Trades Association, Mercury Marine University and local employer Boston Boat Works, BHCC will provide training for marine technicians to meet the demands of the MA boating industry. Marine Technicians earn an average wage of \$45,000-50,000 per year with a growth potential of 5 % across the state. The average wages for technicians have increased approximately 30% over the last few years.

Students will receive instruction in the basics of Marine Service and Technology, both theory and repairs including Mercury and other engine brands. Students will achieve an industry recognized credential with Mercury Marine Systems Technician Certificate. This will allow you to continue with Mercury University if you decide to work at a Certified Mercury Dealer.

Students will also receive career counseling, mentorship, tutoring, hands-on-training and job placement assistance.

This program is for entry-level participants with little or no experience interested in working in the marine service and technology field. Interested participants should have a high school diploma/ equivalent or 1-3 years' mechanical experience.

This program qualifies for R3 funding. Students who meet the income eligibility requirements may receive a free tuition voucher for the program.

To find out about the start dates please visit the web page: bhcc.edu/workforce/career/marinetechnicianprogram or reach out to Jacqueline N. Saba at jacqueline.saba@bhcc.edu

HEALTHCARE CAREERS

Hybrid Phlebotomy Technician Certification with Clinical Externship NON-855E

\$2,109

NWCA exam voucher included
e-book included

90 online self-study hours plus 40 clinical externship hours

The course covers process and procedures; safety protocols, quality assurance and precautions; venipuncture skills; terminology; and related anatomy and physiology. The program also includes a clinical externship opportunity to learn the profession in the field. After completing the program, you will be able to sit for the NWCA exam, which is included in your tuition. Although listed as Asynchronous (self-study), the program includes an instructor to teach the class once enrollment reaches six or more students. Should this happen, classes will meet over Zoom Tuesdays and Thursdays for an hour to an hour and a half between 6-9:30 p.m.

There are a total of six lab sessions with each session being 3.5 hours in duration. You will be notified of the lab meeting dates.

FN01 T/TH **Remote & Asynchronous
Sep 9–Dec 11, 2025

If six or more students are enrolled:
An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for 1 or 1.5 hours between the hours of 6-9 p.m., T & TH

In-person labs at the Chelsea Campus,
70 Everett Avenue, Chelsea, MA (Room 402, 4th Floor):

T/TH 6-9:30 p.m.
Nov 6–Dec 4, 2025

FN02 T/TH **Remote & Asynchronous
Oct 28, 2025–Feb 19, 2026

If six or more students are enrolled:
An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for 1 or 1.5 hours between the hours of 6-9 p.m., T & TH

In-person labs at the Chelsea main campus,
70 Everett Avenue, Chelsea, MA (Room 402, 4th Floor):

T/TH 6-9:30 p.m.
Jan 28–Feb 13, 2026

Hybrid EKG Technician Program NON-856E

\$1,559

NWCA exam voucher included, e-book included
50 hours online self-study

Electrocardiograph (EKG) certification program course covers anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. You will also

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

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

Healthcare Careers

gain practice with EKG equipment through hands-on labs. After the successful completion of this program, students will be prepared to sit for the NWCA exam, which is included in the tuition. You will still maintain your self-study schedule.

FN01 M/W **Remote & Asynchronous
 Sep 15–Nov 5, 2025

If six or more students are enrolled:
An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for 1 or 1.5 hours between the hours of 6-9 p.m., M & W

In-person labs at the Chelsea Campus, 70 Everett Avenue, Chelsea, MA (Room 401, 4th floor):

Lab Meeting Times:
 W 6-9:30 p.m.
 Oct 15–Oct 29, 2025

FN02 M/W **Remote & Asynchronous
 Nov 3, 2025–Jan 21, 2026

If six or more students are enrolled:
An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for 1 or 1.5 hours between the hours of 6-9 p.m., M & W

In-person labs at the Chelsea Campus,
70 Everett Avenue, Chelsea, MA (Room 401, 4th floor):

Lab Meeting Times:
 M/W 6-9:30 p.m.
 Jan 5–Jan 12, 2026

**Hybrid Veterinary Assistant Certification
Program with Clinical Externship**
NON-901E \$2,219
 NWCA exam voucher included, e-book included
 100 hours online self-study plus 40 hours clinical externship

This 100-hour Veterinary Assistant program introduces students to the exciting and growing field of veterinary medicine. Students will learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are also emphasized to provide the student with the skills necessary to maintain an efficient front office. Students who complete this comprehensive course would be prepared to sit for the National Workforce Career Association (NWCA) Veterinary Technician (VET) Exam. The national exam is included in the tuition.

FN01 M/W **Remote & Asynchronous
 Sep 15, 2025–Jan 21, 2026

If six or more students are enrolled:
An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study.

Zoom is synchronous instruction. Zoom will occur for 1 or 1.5 hours between the hours of 6-9 p.m. M & W

In-person labs at the Charlestown Campus, 250 New Rutherford Avenue, Charlestown, MA (Room D317):

Lab Meeting Times:
 T 6-9:30 p.m.
 Nov 4–Dec 9, 2025

**Hybrid Dental Assisting Technician Program
with Clinical Externship**
NON-900E \$1,559
 NWCA exam voucher included, e-book included
 60 hours online self-study plus 40 hours clinical externship

Begin a rewarding in-demand career with the BHCC Dental Assisting Program that familiarizes students with all areas of pre-clinical dental assisting and provides training in the professional skills required to function as an assistant in the dental practice. Topics include history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Students who complete this comprehensive course would be prepared to sit for the NWCA exam.

FN01 M/W **Remote & Asynchronous
 Sep 15–Nov 19, 2025

If six or more students are enrolled:
An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for 1 or 1.5 hours between the hours of 6-9 p.m. M & W.

In-person labs at the Chelsea Campus,
70 Everett Avenue, Chelsea, MA (Room 402, 4th floor):

Lab Meeting Times:
 M/W 6-9:30 p.m.
 Oct 22–Nov 12, 2025

FN02 M/W **Remote & Asynchronous
 Oct 27, 2025–Jan 21, 2026

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

In-person labs at the Chelsea main campus, 70 Everett Avenue, Chelsea, MA (Room 402, 4th floor):

Lab Meeting Times:
 M/W 6-9:30 p.m.
 Nov 24–Dec 15, 2025

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

**Hybrid Certified Personal
Trainer Course \$1,429**
Register online for this course by visiting
bhcc.edu/certifiedpersonaltrainer

Become a nationally Certified Personal Trainer! This challenging course is for candidates wanting live instruction with in-depth, hands-on practical lab to

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

master the essential career skills and knowledge. The course consists of 16 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment and 16 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. In addition, you can get hands-on experience through an optional employer internship. The Hybrid CPT offers virtual lectures and five in-person practical labs at a nearby gym.

W.I.T.S. (World Instructor Training School), an approved CEU provider for the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), the International Association of Continuing Education and Training (IACET) and the American Council on Education (ACE), has recommended 3 undergraduate academic credits for this course. Textbook cost is separate: Howley, Edward T. and Thompson, Dixie L. 2017. *Fitness Professional's Handbook*. 7th Edition with web resources (ISBN-13: 9781492523376). Publisher: Human Kinetics, Champaign, IL. Cost is \$104.95 + \$9.95 shipping, for a total cost of \$114.90 and must be purchased by the student. Students may buy the book at W.I.T.S. at 1-888-330-9487 or witseducation.com or purchase at amazon.com.

F01	S	9 a.m-12 p.m Oct 4–Nov 1, 2025
F02	T	1-4 p.m. Oct 11–Nov 8, 2025

Check the landing page for course registration information:

bhcc.edu/certifiedpersonaltrainer

Medical Interpreter Program

BHCC is offering a free Medical Interpreting program for people who are fluent in Spanish, Portuguese, Arabic, or Mandarin Chinese.

In collaboration with Brigham and Women's Hospital (BWH), the program consists of:

- 60 hours of remote instruction and up to 20 hours prep for national exam - NBCMI (National Board of Certified Medical Interpreters)
- 40 hours Internship at BWH, dates to be determined; this is required to work in a hospital

Program will focus on the following languages

- Spanish
- Portuguese
- Arabic
- Mandarin Chinese
- Haitian/Creole

Prospective students will need to show proficiency in one of these languages before they are eligible for enrollment.

See website for additional admissions requirements

bhcc.edu/workforce/career/medicalinterpreterprogram

Medical Interpreters have a projected occupational growth of 9% in the greater Boston area with an hourly wage range of \$17-\$20 per hour.

To find out about the start dates please visit the web page: bhcc.edu/workforce/career/medicalinterpreterprogram or reach out to Lateia Johnson at lmjo8989@bhcc.edu

THE LANGUAGE INSTITUTE

English as a Second Language

Beginner English as a Second Language (BELL)

Classes prepare English learners for college classes or life in the community. Before registering, students must first create an account and then take a placement test. Visit bhcc.edu/bell and follow the five steps to register.

Beginner Speak/Listen and Read/Write BLL-001E

\$419

This introductory course is for anyone who wants to begin learning English.

FM1	M/W	9-10:50 a.m. Sep 3–Dec 17, 2025	In-person
FS1	S	8:15-11:55 a.m. Sep 6–Dec 20, 2025	In-person
FT1	T/TH	6-7:50 p.m. Sep 2–Dec 18, 2025	In-person
FT2	T/TH	9-10:50 a.m. Sep 2–Dec 18, 2025	In-person
FM2	M/W	6-7:50 p.m. Sep 3–Dec 17, 2025	In-person
FM3	M/W	6-7:50 p.m. Sep 3–Dec 17, 2025	In-person

Beginner English Language Learning 1 BEL-001E

\$419

This Level 1 class provides the foundation for the four primary skills of reading, writing, speaking and listening. Related skills such as vocabulary, spelling, pronunciation, meaning and usage.

F01	T/TH	9-10:50 a.m. Sept 3–Dec 17, 2025	Chelsea, 306
F03	M/W	11 a.m.-12:50 p.m. Sept 3–Dec 17, 2025	Charlestown
FM1	M/W	6-7:50 p.m. Sept 3–Dec 17, 2025	Charlestown, B-127

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

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

The Language Institute

FS1	S	12-3:40 p.m. Sept 6–Dec 20, 2025	Charlestown, B-126
F02	M/W	9-10:50 a.m. Sept 3–Dec 17, 2025	Charlestown
F04	T/TH	6-7:50 p.m. Sept 2–Dec 18, 2025	Chelsea, 306
F1SO	M/W	9-10:50 a.m. Sept 3–Dec 17, 2025	Charlestown
F2SO	T/TH	6-7:50 p.m. Sept 2–Dec 18, 2025	Charlestown

Beginner English Language Learning 2 BEL-002E \$419

This Level 2 class will offer an integrated-skills approach to learning English. Students will read longer articles, discuss them in groups, answer comprehension questions and write paragraphs and short essays as well as practice listening and speaking skills.

F01	T/TH	9-10:50 a.m. Sept 3–Dec 17, 2025	Charlestown
F03	T/TH	11 a.m.-12:50 p.m. Sept 3–Dec 17, 2025	Chelsea
F1SO	M/W	9-10:50 a.m. Sept 3–Dec 17, 2025	Charlestown
F2SO	T/TH	6-7:50 p.m. Sept 2–Dec 18, 2025	Charlestown
F2	T/TH	9-10:50 a.m. Sept 2–Dec 18, 2025	Charlestown
FT1	T/TH	6-7:50 p.m. Sept 3–Dec 17, 2025	Charlestown, B-127
FS1	S	12-3:40 p.m. Sept 6–Dec 20, 2025	Chelsea 306
F04	W/F	9-10:50 p.m. Sept 3–Dec 17, 2025	Charlestown
F02	M/W	6-7:50 p.m. Sept 3–Dec 17, 2025	Charlestown

Beginner English Language Learning 3 BEL-003E \$419

This Level 3 class offers an integrated-skills approach to learning English. Students will read longer articles and make short presentations. They will further develop their English language proficiency in grammar and vocabulary through reading, writing and discussion in the context of varying themes.

F01	W/F	9-10:50 a.m. Sept 3–Dec 17, 2025	Charlestown
F02	T/TH	9-10:50 a.m. Sept 2–Dec 18, 2025	Remote
F03	T/TH	11 a.m.-12:50 p.m. Sept 2–Dec 18, 2025	Charlestown

F05	M/W	6-7:50 p.m. Sept 3–Dec 17, 2025	Chelsea
FM1	M/W	6-7:50 p.m. Sept 3–Dec 17, 2025	Charlestown, B129
FS1	S	8:15 a.m.-1:55 p.m. Sept 6–Dec 20, 2025	Chelsea, 402
FM1SO	M/W	6-7:50 p.m. Sept 3–Dec 17, 2025	Charlestown

Beginner English Language Learning 4 BEL-004E \$419

(Not required for entrance into Academic ELL)

In BEL-004, students will continue developing the primary skills they learned in BEL-001 through BEL-003. They will strengthen writing skills using techniques such as writing multiple drafts, revising, editing and proofreading. The course will prepare students to deliver oral presentations to large groups using visual aids, secondary sources and level-appropriate vocabulary. Students will read articles, hold in-class discussions and debates, work in groups and write reflections in order to interact naturally in English.

This class offers considerable practice with pronunciation and accent modification.

F02	T/TH	9-10:50 a.m. Sept 2–Dec 18, 2025	Remote
FS1	S	12-3:40 p.m. Sept 6–Dec 20, 2025	Charlestown, B-129
F01	M/W	6-7:50 p.m. Sept 3–Dec 17, 2025.	Charlestown
F03	T/TH	9-10:50 a.m. Sept 2–Dec 18, 2025	Chelsea, 402
F1	W/F	9-10:50 a.m. Sept 3–Dec 17, 2025	Charlestown

THE LANGUAGE INSTITUTE INTENSIVE ENGLISH CLASSES \$1,599

TERM 1 (F11): Sep 9–Oct 24, 2025
TERM 2 (F21): Nov 4–Dec 19, 2025

Quickly improve your English skills with Intensive English classes to support your career or to enter college. In these classes, you will practice your reading, writing, speaking, and listening skills. There will also be instruction on grammar, pronunciation, and American culture.

Schedule for Fall 2025

Intensive English courses are offered in Terms 1 and 2. Each term is seven weeks in duration. The course runs 20 hours per week for seven weeks. Weekday classes are held Tuesday–Friday, 9 a.m.-2 p.m. There are four levels offered every seven-week term, from Beginner (001) to High Intermediate (004). If you are interested in Intensive

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English classes and can dedicate 20 hours per week studying, please email IntensiveEnglish@bhcc.edu to schedule your placement test.

Total hours: 140 hours for 7 weeks of program.

The cost of a seven-week class is \$1,599, which must be paid in whole at the start of classes.
There is no payment plan for these classes.

F11	T/W/TH/F	9 a.m.-2 p.m.	In-person
		Sep 9–Oct 24, 2025	
F21	T/W/TH/F	9 a.m.-2 p.m.	In-person
		Nov 4–Dec 19, 2025	

Spanish

With over 41 million Spanish speakers in the U.S., Spanish is rapidly becoming a business necessity. Improve your career prospects, strengthen your CV and enhance your business skills by learning Spanish.

The Language Institute at BHCC’s Division of Workforce and Economic Development is offering Beginning Spanish classes, with a convenient weekend schedule.

Beginning Spanish I
LNG-400E \$245

Designed for students with little or no background in the Spanish language, this course focuses on the

acquisition of basic listening, speaking, reading and writing skills within a cultural framework.

FS1	S	9 a.m.-12 p.m.	Remote & Synchronous
		Sept 6–Oct 18, 2025	

Beginning Spanish II
LNG-400AE \$245

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

FT1	S	9 a.m.-12 p.m.	Remote & Synchronous
		Oct 25–Dec 6, 2025	

French

Beginning French \$184

Proper pronunciation is important for good communication. Beginning Conversational French will help you master the best pronunciations.

For start dates, tuition, and registration, go to:

<https://www.ed2go.com/courses/language/languages/ilc/conversational-french-beginner>

WORKFORCE HIGHLIGHT

Certified Surgical Technologist (CST) Exam Preparation Course

This 8-week, instructor-led online course is designed for individuals preparing to take the national Certified Surgical Technologist (CST) exam. It provides a comprehensive review of exam structure, content areas, and test-taking strategies, covering pre-, intra-, and postoperative procedures.

Who Should Enroll?

- Graduates of CAAHEP or ABHES accredited surgical technology programs (including BHCC graduates)
- Surgical technologists currently working in operating rooms, ambulatory surgical centers, labor & delivery, or endoscopy units in Massachusetts

Before enrolling, students must verify their program’s accreditation (visit caahep.org) and should have a solid understanding of medical terminology and anatomy & physiology.

Course Details

Duration: 8 weeks (16 hours total)

Schedule: One evening per week

Delivery: Live online sessions (link provided after enrollment)

Materials: Students must purchase *Secrets of the CST Exam* study guide by Mometrix (available through BHCC Bookstore or online)

Students are also responsible for registering for the CST exam directly with NBSTSA (nbtsa.org), including submitting documentation and paying the exam fee.

This course is intended as a guided supplement to your independent exam preparation and is not a substitute for self-study.

For more information and to register, visit:

bhcc.edu/workforce/testprep/certifiedsurgicaltechnologistcstexamprep/

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Enterprise Center for Entrepreneurship & Training

The Enterprise Center for Entrepreneurship & Training (ECET) evolved from a Small Business needs assessment by the Metropolitan Area Planning Council, to study activity and opportunities in Chelsea, Everett, and adjacent communities. The ECET supports diverse small businesses, laid-off and underemployed community members and those most acutely impacted by COVID-19.

Supporting the needs of small businesses is an essential investment for the recovery and

revitalization of these communities. Community Project Funding would provide material support to these hard-hit communities. The ECET launched in October 2023 with offerings tailored to assist with technology, online consultation, and non-degree training. Workshops include an overview of entrepreneurship, nonprofit management, introduction to grant writing, essentials of marketing and much more.

Small Business Marketing

Unlock the secrets to success in the dynamic world of small business marketing. This course adopts a practical, hands-on approach, integrating marketing fundamentals with relevant real-world case studies. Stay at the forefront by exploring the latest marketing trends and innovations and acquiring the skills to navigate the ever-evolving marketing landscape.

Marketing para Pequeñas Empresas

Descubre los secretos del éxito en el dinámico mundo del marketing para pequeñas empresas. Este curso adopta un enfoque práctico y activo, integrando fundamentos de marketing con estudios de caso relevantes del mundo real. Mantente a la vanguardia explorando las últimas tendencias e innovaciones en marketing y adquiriendo las habilidades para navegar por el paisaje de marketing en constante evolución.

Entrepreneurship Overview (Now offered in English, Spanish and Portuguese)

This course provides an introduction to the principles of entrepreneurship and aims to provide attendees with the skills needed to effectively organize, develop, create, and manage a business. Upon completion, attendees should have a solid understanding of the entrepreneurial process and the issues to consider when starting a small business.

Visión General del Emprendimiento

Este curso ofrece una introducción a los principios del emprendimiento y tiene como objetivo proporcionar a los asistentes las habilidades necesarias para organizar, desarrollar, crear y gestionar un negocio de manera efectiva. Al completar el curso, los asistentes deberían tener una comprensión sólida del proceso emprendedor y de los aspectos a considerar al iniciar una pequeña empresa.

Non-Profit Management

This course provides an introduction to creating a non-profit business. Topics include: legal creation, board recruiting, finances, ethics, business planning, and fundraising. Students will create a business plan incorporating the points covered. Participants will be able to make presentations (or pitches) to the group of their business plan for feedback.

Gestión de Organizaciones Sin Ánimo de Lucro

Este curso ofrece una introducción a la creación de una empresa sin ánimo de lucro. Los temas incluyen: creación legal, reclutamiento de la junta directiva, finanzas, ética, planificación empresarial y recaudación de fondos. Los estudiantes crearán un plan de negocio, incorporando los puntos tratados. Los participantes podrán hacer presentaciones (o propuestas) al grupo de su plan de negocio para recibir retroalimentación.

Grant Writing Skills

In the "Grant Writing Skills" course, students gain an understanding of the state and federal grant proposal process, from mastering research techniques to crafting compelling narratives. Gain critical thinking prowess to align proposals with funders' priorities and enhance communication skills for impactful grant applications.

Habilidades para la Redacción de Subvenciones

En el curso "Habilidades para la Redacción de Subvenciones", los estudiantes obtienen un entendimiento del proceso de propuesta de subvenciones estatales y federales, desde dominar técnicas de investigación hasta la creación de narrativas convincentes. Desarrolla habilidades de pensamiento crítico para alinear las propuestas con las prioridades de los financiadores y mejora las habilidades de comunicación para aplicaciones de subvenciones impactantes.

Restaurant Entrepreneurship (Offered in Spanish)

Dive into the vibrant world of culinary business with our new course, "Restaurant Entrepreneurship," offered in Spanish. Tailored for aspiring restaurateurs, this dynamic program covers everything from concept development and menu design to effective marketing and staff management. Gain practical insights and strategies to launch and sustain a successful restaurant.

Emprendimiento Restaurantero (Ofrecido en Español)

Sumérgete en el vibrante mundo del negocio culinario con nuestro nuevo curso, "Emprendimiento Restaurantero", ofrecido en español. Diseñado para los aspirantes a restauranteros, este programa dinámico cubre todo desde el desarrollo de conceptos y diseño de menús hasta marketing efectivo y gestión de personal. Obtén conocimientos prácticos y estrategias para lanzar y sostener un restaurante exitoso.

Government Support for Small Business

Gain an understanding of the different agencies in the state that can enhance and assist your business. You will learn about opportunities for grants, loans, other funding programs and assistance. You'll come away confident in your ability to deal with the local government in your area.

Apoyo Gubernamental para Pequeñas Empresas

Obtén un entendimiento de las diferentes agencias estatales que pueden mejorar y asistir a tu negocio. Aprenderás sobre oportunidades para obtener subvenciones, préstamos, otros programas de financiación y asistencia. Saldrás con confianza en tu capacidad para tratar con el gobierno local en tu área.

First Aid /Heartsaver® CPR (Offered in English and Spanish)

Heartsaver CPR is a half-day class, geared for anyone with limited or no medical training who needs a course completion card in CPR and AED use to meet job, regulatory, or other requirements. Upon successful completion of the course, students receive a course completion card, valid for two years.

Primeros Auxilios /RCP Heartsaver® (Ofrecido en inglés y español)

Heartsaver CPR es una clase de medio día, dirigida a cualquier persona con formación médica limitada o nula que necesite una tarjeta de finalización de curso en RCP y uso de DEA para cumplir con

requisitos laborales, reglamentarios u otros. Al completar exitosamente el curso, los estudiantes reciben una tarjeta de finalización del curso, válida por dos años.

ServSafe Manager (Offered in English and Spanish)

Take this half-day class to receive a ServSafe Manager Certification, a food safety certification from the National Restaurant Association Educational Foundation. It verifies that a manager has the knowledge and skills to protect the public from foodborne illness in foodservice operations, such as restaurants, schools, and hospitals.

ServSafe Manager (Ofrecido en inglés y español)

Toma esta clase de medio día para recibir la Certificación de ServSafe Manager, una certificación de seguridad alimentaria de la Fundación Educativa de la Asociación Nacional de Restaurantes. Verifica que un gerente tiene el conocimiento y las habilidades necesarias para proteger al público de enfermedades transmitidas por alimentos en operaciones de servicios de alimentos, como restaurantes, escuelas y hospitales.

ServSafe Food Handler

In this half-day class, successful students earn a ServSafe Food Handler Certificate, a basic food safety certification for people who work in food handler positions. ServSafe certification can help employers and customers trust that food will be prepared and stored properly and that they won't get sick from eating it.

ServSafe Manipulador de Alimentos

En esta clase de medio día, los estudiantes exitosos obtienen un Certificado de ServSafe Manipulador de Alimentos, una certificación básica de seguridad alimentaria para personas que trabajan en puestos de manipulación de alimentos. La certificación ServSafe puede ayudar a que empleadores y clientes confíen en que los alimentos serán preparados y almacenados correctamente y que no se enfermarán al consumirlos. diverse audiences, including potential customers, loan officers, and city officials. Build confidence and master strategies to articulate your ideas with clarity and impact. Elevate your professional presence today.

Financial Planning for Small Businesses (in English and Spanish)

Offered for free on a first-come, first-served basis to those who live or work in Chelsea, this class provides small business owners with essential financial planning skills to build a stable and profitable business. Over five weeks, participants

will learn key financial concepts, including revenue vs. profit, budgeting, forecasting, and financial statements. The course also explores productivity tools, business planning, and strategies for scaling.

Gain the knowledge and confidence to manage your business finances effectively.

Planificación Financiera para Pequeñas Empresas (en inglés y español)

Ofrecido de forma gratuita por orden de llegada a quienes viven o trabajan en Chelsea, este curso brinda a los propietarios de pequeñas empresas habilidades esenciales de planificación financiera para construir un negocio estable y rentable. Durante cinco semanas, los participantes aprenderán conceptos financieros clave, incluyendo ingresos vs. ganancias, presupuestos, proyecciones y estados financieros. El curso también explora herramientas de productividad, planificación empresarial y estrategias de crecimiento. Adquiera el conocimiento y la confianza necesarios para gestionar eficazmente las finanzas de su negocio.

Operations Strategy for Small Businesses (in English and Spanish)

Offered for free on a first-come, first-served basis to those who live or work in Chelsea, this class provides small business owners with essential strategies to streamline operations, improve efficiency, and maximize profitability. Over five weeks, participants will learn how to optimize workflows, manage resources effectively, and implement scalable systems for growth. Whether you're launching a new venture or refining an existing business, this class equips you with practical tools to enhance day-to-day operations and drive long-term success.

Estrategia Operativa para Pequeñas Empresas (en inglés y español)

Ofrecido de forma gratuita por orden de llegada a quienes viven o trabajan en Chelsea, este curso proporciona a los propietarios de pequeñas empresas estrategias esenciales para optimizar operaciones, mejorar la eficiencia y maximizar la rentabilidad. Durante cinco semanas, los participantes aprenderán a optimizar los flujos de trabajo, gestionar los recursos de forma eficaz e implementar sistemas escalables para el crecimiento. Ya sea que esté lanzando un nuevo negocio o mejorando uno existente, este curso le proporcionará herramientas prácticas para mejorar las operaciones diarias y fomentar el éxito a largo plazo.

Starting a Fashion Business

Ready to turn your fashion dreams into reality?

Starting a Fashion Business is your launchpad to success! Learn how to design, market, and grow your brand in today's competitive fashion world. With expert guidance and hands-on strategies, this course will empower you to create a runway-ready business. Enroll now!

Professional Presentation Skills for Multi-Language Speakers

Unlock the power of effective communication in our "Professional Presentation Skills for Multi-Language Learners" class. Gain hands-on experience developing and presenting your business ideas to diverse audiences, including potential customers, loan officers, and city officials. Build confidence and master strategies to articulate your ideas with clarity and impact. Elevate your professional presence today.

WORKFORCE HIGHLIGHT

FOUNDATIONS OF IT SUPPORT (COMPTIA A+ CERTIFICATION PREP COURSE)

This course is designed for entry-level computer technicians or individuals looking to start a new career in the IT industry. The course will prepare you to sit for the CompTIA A+ certification exam. CompTIA A+ certified professionals are proven problem solvers. They support today's core technologies from security to networking to virtualization and more. CompTIA A+ is the industry standard for launching IT careers into today's digital world. To be successful in this course, students should have a basic

understanding of computers, have a curiosity to learn, and are problem solvers.

Students will have the base knowledge to sit for the CompTIA A+ 1101 and 1102 exams and will be given test vouchers to take both exams. A group exam date will be scheduled within a month of course completion.

For more information, please visit:

**[bhcc.edu/workforce/career/
foundationsofitsupport](https://bhcc.edu/workforce/career/foundationsofitsupport)**

Online Learning through BHCC's Content Partner

Professional Development and Job Training Programs

ed2go ONLINE LEARNING

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

You may choose self-paced or instructor led. All of our courses include expert instructors, many of whom are nationally known authors.



These online courses are affordable, fun, fast, convenient, and geared just for you.

- Instructor-facilitated
- Convenient—Classes from the comfort of your own home
- Accessible—24/7/365 Access
- Engaging—Online discussion areas
- Project-oriented—Courses include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

For more information and to register,

visit careertraining.ed2go.com/bhcc

View Our Most Popular Online Professional Development Courses & Programs

Our top five most popular ed2Go programs are listed below. Click on one of the links to view each program or view all the professional courses we offer at careertraining.bhcc.edu.

Please note: When you click the links below, you will be taken to our ed2go and BHCC partner site. From there you may search for any course you are interested in taking. Please note that when you register, you will be registering and making payment directly with ed2go.

GES1014 Medical Coding and Billing

If you're considering a new career or switching fields, now is a fantastic time to dive into medical billing and coding! With over a million doctors in the U.S. depending on skilled billers and coders, there's a growing need for professionals in this field. You'll find opportunities in hospitals, insurance companies, pharmacies, and many other places.

The Ed2Go Medical Billing and Coding course equips you with essential skills, including legal, ethical, and regulatory knowledge such as HIPAA compliance and coding guidelines. You'll learn

about all stages of the revenue cycle—from patient registration to reimbursement—and gain familiarity with medical terminology and body systems.

Upon completing the course, you'll be prepared for certification exams, which can significantly boost your earnings. You can choose from various certifications, including the CPC, CCA, or CBCS, depending on your career goals.

careertraining.bhcc.edu/training-programs/medical-billing-coding-voucher-included

GES793 HVAC/R

This online HVAC/R training course is designed for technicians with more than a year of experience who want to advance their careers through certification. The course covers advanced maintenance and troubleshooting for heating, air conditioning, and refrigeration systems, using videos, reading materials, service simulations, and practical exercises. It aligns with industry standards and prepares you for HVAC Excellence and NATE certification exams, including the EPA 608 certification. You'll also receive vouchers for the

Online Learning ed2Go

HVAC Excellence exams. Make sure to check your state's certification requirements before enrolling.

careertraining.bhcc.edu/training-programs/hvac-certified-technician

GES789 Residential Electrician

The Residential Electrician course provides fundamental training for working with residential electrical systems, suitable for beginners. With high demand for electricians due to infrastructure growth and an aging workforce, this course prepares you for the electrical licensing exam and entry-level positions. You'll learn electrical theory, wiring, safety, and customer service through interactive content, including virtual simulations and critical thinking scenarios. The course includes 30+ virtual simulations, 10 customer service lessons, and practical quizzes. Note that while this course prepares you for most state licensing exams, it does not meet the requirements for a Massachusetts Electrician license.

careertraining.bhcc.edu/training-programs/residential-electrician

GES703 Freight Broker/Agent Training

Kickstart your career as a freight broker or agent with our online training program! This comprehensive course covers essential skills for both roles, including the basics of brokering shipments, understanding laws and terminology, and using key tools and software. You'll learn how to start and manage your own freight brokerage, handle contracts, find shippers, and rate loads.

The training is divided into two sections: freight broker and freight agent. As a freight agent, you'll discover how to find shippers and loads, locate reliable motor carriers, and manage daily operations. As a freight broker, you'll get guidance on setting up your business, including choosing a name, meeting state requirements, registering, and handling insurance and capital needs.

The course also emphasizes crucial skills such as goal setting, office organization, recordkeeping, and marketing. By the end, you'll be equipped with the knowledge to set up contracts, communicate and negotiate with shippers and carriers.

careertraining.bhcc.edu/training-programs/freight-broker-training

GES515 Certified Residential Interior Designer

Elevate your interior design career with our Certified Residential Interior Designer course,

perfect for both newcomers and seasoned professionals. This course offers comprehensive training to boost your knowledge, career prospects, and industry reputation. It includes practical coursework, portfolio development, and the Residential Interior Designer Education (R.I.D.E.) exam, culminating in a credential endorsed by the Designer Society of America (DSA). Graduates receive a one-year DSA membership, enhancing networking opportunities and supporting ongoing professional growth.

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

Fundamental Skills through ed2go

Gain new personal and professional skills. Two ways to learn! In our instructor-led courses, you study and interact with a cohort over a six-week schedule. Courses start monthly with twice-weekly lesson plans. For the independent learner, our self-paced courses provide access to all lessons immediately with up to three months to complete.

ed2go.com/bunkerhill/SearchResults.aspx?ProductGroup=FEATURED

Please note: When you click the link, you will be taken to our ed2go and BHCC partner site. From there you may search for any course you are interested in taking. Please note that when you register, you will be registering and making payment directly with ed2go.

Advanced Careers Training Drop Policy

WITHIN THE 10 DAY GRACE PERIOD

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

Please note:

- The 10-day refund policy may not apply to all programs. Some programs are non-refundable once the Student has received a start date for the program.
- Students may be responsible for material costs, if materials are not returned to ed2go, or received back in less than new condition.

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

WORKFORCE HIGHLIGHT

CANNABIS CERTIFICATE PROGRAMS – 100% ONLINE

In partnership with Green Flower, a national leader in cannabis education, BHCC offers three online certificate programs designed to prepare students for careers in one of the fastest-growing industries in the U.S. Each program lasts 9 weeks, costs \$799, and offers a payment plan option. Graduates also gain access to Green Flower's national employer network.

Cannabis Cultivation Specialist Certificate

9 weeks | 100% Online | \$799
Payment Plan Available

Gain a comprehensive understanding of the cannabis industry and cultivation best practices through engaging video lectures, readings, and interactive modules. This program prepares you for roles in indoor or outdoor grow operations—or even to launch your own cultivation business.

Cannabis Retail Specialist Certificate

9 weeks | 100% Online | \$799
Payment Plan Available

Learn from experienced professionals about the cannabis supply chain and retail environment. This program provides the essential knowledge and skills to succeed in dispensaries or start your own retail operation.

Cannabis Extraction & Product Development Specialist Certificate

9 weeks | 100% Online | \$799
Payment Plan Available

Specialize in developing and manufacturing cannabis products such as edibles, tinctures, and topicals. This course delivers a deep dive into the cannabis supply chain and product innovation, preparing you for a high-demand area of the industry.

Now enrolling!

Learn more or register at:

[CANNABISEDUCATION.BHCC.EDU](https://cannabiseducation.bhcc.edu)

Additional Information

Parking Permits

Student parking is available in lots 1 and 2 on the Charlestown Campus, seven (7) days per week, from 6 a.m.–11 p.m. These lots are owned by the City of Boston and managed by ABM Parking Services. You may buy either a daily pass, at \$15 per day or a semester parking pass at \$80.

To purchase the daily permit at \$15 per day, you must download the ParkMobile mobile app on your phone. Go to the App store – either Android or Apple – and download the ParkMobile app. With the app downloaded, you will drive to the campus.

Once you arrive at parking lots 1 or 2 at BHCC, launch the app and purchase your permit. The Zone # is 5850. Once you buy it, you are good to park. A parking lot attendant may be present to assist as needed. The parking is good for the whole day until 10:30 p.m. Park first, launch the ParkMobile app, and purchase the permit.

To purchase a semester parking pass at \$80, please visit bhcc.edu/parking. Rates are subject to change.

If you are parking at the Chelsea campus, follow the above Instructions. Print the confirmation out and place it on your dashboard as proof of purchase. You may trade it in for a hang tag as used In the Charlestown Campus lots.

Enter the student parking at Second Street. Look for one of 29 parking spaces designated as “Reserved BHCC Student/Sticker Parking”. Do not park in BHCC Faculty/Staff spaces.

Bunker Hill Community College is not responsible for any damages and/or theft of any vehicle. Purchase of a permit does not guarantee availability of a parking space.

For any questions or concerns, call ABM at 617-482-2487 or see the parking lot attendant.

Cancellation and Refund Policy: Community Education

Students may cancel enrollment in a Community Education course before the first class meeting and receive a refund, minus a 3% service fee. No refund is given once class starts. Refund requests must be made through email by the student to: commed@bhcc.edu.

The college may cancel a class due to low or no enrollment. Students will be notified of the cancellation within 24–48 hours prior to the start of the class. In this case, students receive a full refund. If a student has paid by credit card,

refunds are automatically credited to the same credit card.

ed2Go and Cannabis programs have different refund policies.

For ed2Go refund policy, please visit bhcc.edu/workforce/career

For Cannabis certificate programs, refunds requested within seven (7) calendar days commencing from the registration date, will be refunded the full tuition amount. Refund requests must be made through email by the student to bhcc@cannabisstudiesonline.com.

Intensive English and Basic English Language Programs

Prior to class start and up to 3 days after class start: Full refund minus 3% administrative processing fee. After class start: No refund. Seat transfer only.

F-1 Students: If you were not able to receive your visa in time to attend the term, you must notify the Intensive English Program immediately so that we can transfer your seat or issue a refund.

Set Up Your BHCC Account & Accessing College Wi-Fi

As a non-degree student, you should set up your BHCC account to perform business at the college and gain access to Wi-Fi. Instructions on how to set up your account are found here: bhcc.edu/workforce/bhccstudentemailandaccountsetup. Once you get to the page, scroll down to the section titled, "BHCC Self Retrieval Account Set Up".

Once you have self-retrieved your username and password, you are all set. If you have any issues with the self-retrieval process, you may contact the Helpdesk at helpdesk@bhcc.edu or 617-228-3441. Emailing the Helpdesk is faster. Once you have completed the password set up, you will be able to access the school's Wi-Fi using your username and password.

Emergency Policy

The college may cancel classes due to emergencies. All students should sign up to BHCC Emergency Alerts to obtain info about class cancellations and any other news. visit: bhcc.edu/alertsignup

Get Your BHCC Student ID Card

For Fall 2024 non-credit students taking classes on campus should obtain a BHCC Photo ID. Please visit: bhcc.edu/studentcentral/bhccidcard for instructions.

For assistance contact:
Student Central
Charlestown Campus, Second Floor,
B-Building Lobby
617-228-2370
StudentCentral@bhcc.edu
bhcc.edu/studentcentral

Student Benefits

Students who register for non-credit courses through our Elevate registration platform are considered Bunker Hill Community College students. As such, you have access to all services available to you at the college. These include, but not limited to:

- Wi-Fi Access
- Library

- Academic Computer Lab*
- Fitness Center
- Student Clubs
- Language Lab

*To access these services you must set a Bunker Hill email and self service account.

For more information visit: bhcc.edu/workforce/bhccstudentemailandaccountsetup



imagine the possibilities

Workforce and Community Education

Division of Workforce and Economic Development

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

For inquiries about Community Education courses, email commed@bhcc.edu

For inquiries about Intensive English courses, email IntensiveEnglish@bhcc.edu

For inquiries about Basic English Language (BELL) courses, email Jenny Bobea at jenny.bobea@bhcc.edu or commed@bhcc.edu

For inquiries about Adult Education, email Michelle Rojas Surin at mrojassu@bhcc.edu

If you are an employer, interested in customized training, internships or connecting with our programs and faculty, please email us at: employerinquiries@bhcc.edu

If you are an employer who wants to post a job, please go to this link to set up a job posting account.

[Joinhandshake.com](https://joinhandshake.com)

bhcc.edu/cce-catalog

Connect with us!
[@BHCCBoston](https://twitter.com/BHCCBoston)



Charlestown Campus | 250 New Rutherford Avenue, Boston, MA 02129 | 617-228-2000 | TTY: 617-242-2365

Chelsea Campus | 70 Everett Avenue, Chelsea, MA 02150 | 617-228-2101 | TTY: 617-242-2365

Instructional Centers | Chinatown • Dorchester • East Boston • Everett • Malden • Quincy • Online | bhcc.edu

EQUAL OPPORTUNITY STATEMENT

Bunker Hill Community College is an equal opportunity institution and does not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Titles VI and VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). Inquiries concerning application of the above should be directed to Nahomi Carlisle, Esq., Associate Vice President and Chief Compliance Officer and Section 504/ADA Coordinator, at 250 New Rutherford Avenue, Charlestown Campus, Room A-307, Boston, MA 02129, phone 617-228-3311; email nahomi.carlisle@bhcc.edu.