Art of Networking
Building professional relationships
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 will keep you current with today’s trends and technologies, help you get ahead in life and career, or let you 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.

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

HTTP://WWW.BHCC.MASS.EDU/CE

The Office of Community Education is now located in the H Building.

Telephone: 617-228-2462 • Fax: 617-228-2080
Website: http://www.bhcc.mass.edu/ce
E-mail: commed@bhcc.mass.edu
Office Hours:
Monday-Friday, 8:30 a.m.-4:00 p.m.

Parking Permits

Students enrolled in short-term (5 weeks or less) non-credit courses do not have to purchase a parking permit, but they do need to request a temporary parking permit. Individuals registering by mail, phone or fax should request a permit prior to the first class meeting by e-mailing the Office of Community Education (commed@bhcc.mass.edu). 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 photograph taken.

• In order to receive a refund, students must first activate their BHCC OneCard from HIGHERone (www.bhcconecard.com). For assistance, please call 877-479-1731.

• If students have paid by credit card, the account will be credited automatically by the Student Payment Office.

• Students wishing to obtain a BHCC OneCard for identification purposes should follow the directions above.

For further assistance with OneCard on the Bunker Hill Community College Campus, please call 617-228-2213.
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 9, 2013, and will end December 22, 2013.

**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.

<table>
<thead>
<tr>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>T,TH</td>
<td>8:30 a.m.-9:45 a.m.</td>
<td>H156</td>
<td>TBA</td>
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<tr>
<td>02</td>
<td>F</td>
<td>11:30 a.m.-12:15 p.m.</td>
<td>E140</td>
<td>TBA</td>
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<tr>
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<td>H120</td>
<td>TBA</td>
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<td>W1</td>
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<td>9:00 a.m.-11:45 p.m.</td>
<td>H149</td>
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**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.

<table>
<thead>
<tr>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
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<td>TBA</td>
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<td>H156</td>
<td>TBA</td>
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<td>M1</td>
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<td>S1</td>
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<td>W</td>
<td>9:00 p.m.-11:45 p.m.</td>
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<td>TBA</td>
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</table>
Grammar & Vocabulary II

English as a Second Language/Basic

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. H156
Class meets at the new H Building
02 LEC F 8:30 a.m.-11:15 a.m. E451
03 LEC M,W 11:30 a.m.-12:45 p.m. H156
Class meets at the new H Building
M1 LEC M,W 6:00 p.m.-7:15 p.m. H120
Class meets at the new H Building
S1 LEC SAT 9:00 a.m.-11:45 a.m. H120
Class meets at the new H Building
SU LEC SU 9:00 a.m.-11:45 a.m. H147
Class meets at the new H Building
T1 LEC T 6:00 p.m.-8:45 p.m. H149
Class meets at the new H Building
T2 LEC T,TH 6:00 p.m.-7:15 p.m. H155
Class meets at the new H Building

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. H156
Class meets at the new H Building
02 LEC F 11:30 a.m.-2:15 p.m. B125
03 LEC M,W 1:00 p.m.-2:15 p.m. H156
Class meets at the new H Building
H1 LEC TH 6:00 p.m.-8:45 p.m. H149
Class meets at the new H Building
S1 LEC SAT 12:15 p.m.-3:00 p.m. H147
Class meets at the new H Building

Speak/Listen III

BSL-010

$229

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

01 LEC T,TH 7:00 a.m.-8:15 a.m. E451
Class meets at the new H Building
02 LEC T,TH 8:30 a.m.-9:45 a.m. H149
Class meets at the new H Building
03 LEC F 8:30 a.m.-11:15 a.m. B130
04 LEC F 11:30 a.m.-2:15 p.m. D215
H1 LEC TH 6:00 p.m.-8:45 p.m. H152
Class meets at the new H Building
M1 LEC M,W 6:00 p.m.-7:15 p.m. H120
Class meets at the new H Building
S1 LEC SAT 9:00 a.m.-11:45 a.m. H148
Class meets at the new H Building
SU LEC SU 9:00 a.m.-11:45 a.m. H148
Class meets at the new H Building
T1 LEC T,TH 6:00 p.m.-7:15 p.m. H130
Class meets at the new H Building

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 questions and draw inferences and conclusions. Students will learn the process-writing model and write compositions with an introduction, a body, and a conclusion. Students will learn grammar structures. The emphasis is on academic English.

01 LEC M,W 7:00 a.m.-8:15 a.m. E451
Class meets at the new H Building
02 LEC T,TH 10:00 a.m.-11:15 a.m. H149
Class meets at the new H Building
03 LEC F 11:30 a.m.-2:15 p.m. B129B
04 LEC F 2:30 p.m.-5:10 p.m. B105
M1 LEC M,W 7:30 p.m.-8:45 p.m. H120
Class meets at the new H Building
S1 LEC SAT 12:15 p.m.-3:00 p.m. H120
Class meets at the new H Building
SU LEC SU 12:15 p.m.-3:00 p.m. H148
Class meets at the new H Building
T1 LEC T 6:00 p.m.-8:45 p.m. H152
Class meets at the new H Building
T2 LEC T,TH 6:00 p.m.-8:45 p.m. H130
Class meets at the new H Building

Grammar & Vocabulary II

BSL-012

$229

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

T1 LEC T 6:00 p.m.-8:45 p.m. H120
Class meets at the new H Building
English for Work Interviews
LNG-409 $149
Students develop speaking skills for employment interviews. This class is ideal for ESL speakers who want to speak confidently and competently at interviews. Students will practice answering interview questions, replying to speaking prompts, and responding to follow-up questions. They will learn to talk about their work experience, skills, and knowledge in order to communicate effectively at employment interviews. Students will develop content for their answers and replies, and receive some coaching and instruction in pronunciation, expressions, and grammar. Students enrolling in this class must be at mid-intermediate to advanced levels of English.
S1 LEC SAT 10:00 a.m.-12:45 p.m. TBA S Bloomberg
TBA October 5-December 21

Intermediate Pronunciation
LNG-515 $225
This course, open to students in ESL Academic Level 2 and higher, focuses on the pronunciation, rhythm and intonation of the English language to enable students to communicate more clearly, effectively and naturally in English. This is ideal for students who have fluency but need to reduce their accents. Students December be required to complete assignments in the Language Lab in Room E226 in Charlestown.
M1 Mondays 6-9 p.m. A Fournier
TBA September 30-December 16

American English Pronunciation and Accent
LNG-517 $79
Students develop better speaking and communication skills by improving their pronunciation. This class is ideal for ESL speakers who have had trouble communicating because of an accent. ESL speakers who improve their pronunciation also modify their accents so that their speech is more listener-friendly. Students will become stronger communicators with improved American pronunciation and accent skills by learning and practicing techniques that are essential to clear speech and effective communication for professional and business purposes. Students who enroll in this course must be at a high intermediate to advanced level of English.
S1 Saturdays 1:30-4:15 p.m. S Bloomberg
CHAR November 2-December 7

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

Languages and Culture

Beginning Spanish I
LNG-400 $129
Designed for students with little or no background in the Spanish language, this course focuses on the acquisition of basic listening, speaking, reading and writing skills within a cultural framework.
T1 Tuesdays 6-9 p.m. TBA
M105B September 17-October 22

Beginning Spanish II
LNG-400A $129
Continuing LNG-400, Beginning Spanish II focuses on furthering the acquisition of basic listening, speaking, reading and writing skills within a cultural framework.
T1 Tuesdays 6-9 p.m. TBA
M105B November 5-December 10

Cultural Transition and Cross-Cultural Competency
LNG-531 $45
This interactive workshop offers an opportunity for international travelers and expatriates to analyze and assess their experience of the cultural transition process that takes place when they live abroad or have immigrated to the U.S. Our intercultural communication specialist introduces theories of cultural adjustment as well as practical approaches to building cross-cultural competencies, an important 21st century skill in global communities. This is also a great class for those planning on traveling or living abroad.
S1 Saturdays 11 a.m.-2 p.m. K Yasutake
CHAR November 16

Test Preparation

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

Early Bird Special:
Register before August 23 • $1050

Bunker Hill Community College is offering this course in cooperation with the Society for Human Resources Management (SHRM) as exam preparation for the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certification examinations administered by HRCI. This intensive SHRM Learning System® preparation course is designed to provide individuals with an overview of six key areas in human resource management. Materials include modules that correspond to the six functional areas, responsibilities and associated knowledge

Have you found the class you want to take?
Register by phone or in person for non-credit courses. Office of Community Education, H-Building.
Online: http://www.bhcc.mass.edu/ce • Phone: 617-228-2462 Monday-Friday, 8:30 a.m. - 4 p.m.
Register by Fax. Fax the form on the inside back cover of this booklet and related documents with your credit card information to: 617-228-2080.
as defined by the Human Resources Certification Institute (HRCI). The course fee includes study materials and books. Please call the Community Education Office at 617-228-2462 or email ssha4746@bhcc.mass.edu to register.

T1 Tuesdays 6-9 p.m. K Enright
September 17-December 3

TOEFL Preparation TFL-101 $235
TOEFL-101 features up-to-date, realistic practice tests and cooperative learning strategies designed to help students develop the listening, writing, speaking and reading skills required for the test. Students will learn critical thinking skills and strategies that will help them feel confident and prepared to take the test. The curriculum of this course is based on the TOEFL iBT (Internet-based Test).

M1 Tuesdays-Thursday 6-8:30 p.m. TBA
September 24-November 14

Prepare for the Elementary Math Subtest Massachusetts MTEL General Curriculum 03 MTH-201 $299
The course will cover the topics on the Elementary Math Subtest Massachusetts MTEL General Curriculum 03 test with emphasis on improving problem-solving skills and developing the deep conceptual understanding that is the key to success. You will review or learn the most efficient ways to solve various types of problems. You will be expected to take the official DESE practice test and report your results to the instructor no later than the second meeting. The curriculum will be adapted to respond to the students’ results on the practice test. Classes will include group instruction, project teams and guided individual study at your own pace on the topics you need most. If you need extra practice in particular areas, the instructor will suggest additional resources as appropriate. We will use free or low-cost online sources as much as possible, but in addition to the course fee, you should budget $50 for textbooks and online subscriptions. Expect to do at least one hour of homework for each hour of classroom time.

S1 Saturdays 9 a.m.-1 p.m. B Fox
September 21-November 23

GENERAL EDUCATIONAL DEVELOPMENT (GED®) PREPARATION

Simply Math: Prepare for the Mathematics Section of the GED® Exam CRD-421 $99
Prepare for the mathematics section of the Massachusetts Department of Education’s High School Development Equivalency Examination. Beginning with diagnostic testing, instruction focuses on the mathematics section of the GED®, including topics such as fractions, percentages, ratios, algebra and geometry. Students will take practice math tests and develop individualized study plans. Students will use math textbooks/workbooks and calculators, which are not included in the fee. There is also a separate fee for testing.

S1 Saturdays 1:30-4:30 p.m. P Espinoza-Toro
October 26-November 23

GENERAL EDUCATIONAL DEVELOPMENT (GED®) PREPARATION

Ready for the GED®?

General Educational Development (GED®) Preparation GED-104A $235
To prepare for the Massachusetts Department of Education’s High School Development Equivalency Examination, students will take practice tests and develop individualized study plans. Beginning with diagnostic testing, instruction focuses on writing, reading, math, science and social studies. Students will use textbooks/workbooks and calculators, which are not included in the fee. There is also a separate fee for testing.

T1 Tuesdays, Thursdays 6-9 p.m. TBA
September 10-October 24

S1 Saturdays 9 a.m.-1 p.m. TBA
October 5-December 14

LEADERSHIP, CAREER, MANAGEMENT AND NON-PROFIT COURSES

Certificate Program in Effective Management BSN-202 $399
This certificate program is designed for new or seasoned managers and supervisors with a primary focus on improving the necessary skills needed to succeed at this level of leadership. Four key areas of effective management will be covered, including coaching and counseling skills for supervisors, listening skills for managers, managing conflict in the workplace and managing stress and time. This course will provide participants with the knowledge and skills necessary to become better, more effective leaders and to optimize the results. You will gain the skills necessary for handling difficult situations that may arise with managers, peers and employees. Participants will also learn how managing stress will help increase performance and morale, motivate employees, and reduce absenteeism and lower turnover. After completing 39 hours of classroom instruction, reinforcement online training modules will be provided to improve learning and support course content.

S1 Saturdays 9 a.m.-3 p.m. O Harren
November 9-December 14
**Fundraising for Non-Profit Organizations**  
FNP-301  
$269  
Learn how to be a fundraiser. Explore new territory prospect development, donor cultivation and stewardship, special events, online auctions, e-newsletters, partnering with board members and key stakeholders, obtaining sponsorships, creating and using social media (LinkedIn, Facebook, Twitter, Pinterest), annual and holiday appeals and planned giving alternatives. After completing eight hours of classroom instruction, reinforcement online training modules will be provided to improve learning and support the course content.  
**S1** Saturdays  
10-noon  
November 16-December 14  

**Unlocking the Key to Positive Classroom Management**  
BSN-161  
$10  
This workshop will provide you with effective strategies to run a classroom in a way that prevents challenging behaviors. These approaches will also show you how best to respond when challenging behaviors arise. We will focus on three key factors: classroom design, curriculum and, most importantly, you the teacher. Strategies will support large group situations as well as understanding the individual needs of children displaying negative behaviors. We will encourage the development of social skills, positive reinforcement, problem solving and clear communication. Whether you are new to the classroom or an experienced teacher, you will leave the workshop with more confidence on how to enter your classroom the next day.  
**T1** Tuesday  
6-8 p.m.  
November 5  
C Parker  
SUDBURY  
**T2** Tuesday  
6-8 p.m.  
December 10  
C Parker  
SUDBURY  

**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 range of sales and development jobs, incorporating the core concepts of sustainability into the training, which should give the graduate not only solid sales skills but also an understanding of how these can be applied within a wide range of industries including, but not limited to, the growing green industry.  
FOR INFORMATION PLEASE CALL 617-228-2462  

**Art of Networking**  
WCE-355  
$35  
A one-day networking crash course where you will learn what networking is and how it can benefit you, ten ways to leverage networking events, the right networking mindset that will set the stage for success, the importance of non-verbal communication and small talk, and real-world examples of how to build professional relationships that last.  
**S1** Saturday  
1-3 p.m.  
L Correa  
CHAR  
**Bartending**  
WCE-301  
$195  
This class will present basic principles of bar organization and equipment with a view to training students to serve drinks and cocktails properly. This class will also cover basic preparation of frozen drinks and non-alcoholic beverages using state-of-the art equipment. All class sessions will be conducted in a simulated bar environment. Certificates of completion will be distributed.  
**SU** Sundays  
1-4 p.m.  
K Hanley  
October 20-November 24  
E421  

**Introduction to Documentary Filmmaking**  
FSR-113A  
$175  
This workshop will take participants through the various stages of documentary filmmaking from development to post-production and delivery. The focus will be on generating a good idea, including key steps to research and idea development; an introduction to narrative and storytelling; the computer basics to create and edit film. The course will involve numerous practical exercises.  
**W1** Wednesdays  
6:30-8:45 p.m.  
M Chan  
E169  
September 11-December 18  

**Pre-License Real Estate Sales**  
WCE-473  
$350  
This 40-hour class is geared to the individual seeking to become a real estate salesperson. The class covers all the areas necessary to prepare participants for taking the Massachusetts Real Estate Salesperson’s Examination. Students who successfully complete...
the mandatory 40-hour class will receive a certificate and be certified to sit for the examination. Attendance at every class is required.

M1 Mondays, Wednesdays 6-9 p.m.  D Ceruolo  
CHAR  
September 23-November 6

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

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

S1 Saturday 12-3 p.m.  L D’Ambrosio  
CHAR  
December 14

Introduction to Teaching English as a Second Language (ESL) Course  
BSN-213  
$269

This course is an introduction to teaching English as a Second Language (ESL) for those with little or no prior knowledge of the field. The course will introduce the principles and techniques of various language teaching methodologies, including the Communicative Approach, the Silent Way and Total Physical Response. Other essential aspects of ESL teaching will also be introduced, including but not limited to, lesson planning, assessment and the use of structured feedback. The highly interactive format will allow participants to practice and evaluate new techniques as well as begin to develop their own teaching style. Participants will earn a Certificate of Completion in Teaching English as a Second Language.

S1 Saturdays 10 a.m.-3 p.m.  TBA  
CHAR  
October 19-November 16

FITNESS, SAFETY AND PERSONAL ENHANCEMENT

Rape Aggression Defense (RAD): Women’s Self-Defense Workshop  
FSR-619C  
$60

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

T1 Tuesdays 5:30-8:30 p.m.  R Barrows  
GYM  
October 8-November 5

Judgment in the Mirror  
SLF-377  
$20

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

S1 Saturday 10 a.m.-12 p.m.  S Bradshaw  
TBA  
November 23

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 and re-prioritize and discover that your promises may affect your whole being.

S1 Saturday 10 a.m.-noon  S Bradshaw  
TBA  
November 9

The Purpose of Fears  
SLF-331  
$20

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

S1 Saturday 10 a.m.-noon  S Bradshaw  
TBA  
November 9

COMPUTER TRAINING AND CLASSES

VMware vSphere Install, Configure, Manage v5.0  
CPT113  
$1,999

This course provides instruction and labs including installing the VMware ESXi Server, creating virtualized switches and storage, creating and managing virtual machines, establishing access controls, and performing resource monitoring. There are also lectures and labs on vMotion, Distributed Resource Scheduling, and High Availability. Virtualization architecture, its applications and best practices will also be discussed.
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.

Microsoft Excel
CPT-204
$112
Learn to format worksheets and develop charts and graphs from your data without cumbersome conversions. This popular spreadsheet program is useful for both the office and 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. Pre-requisite: familiarity with computers.

Advanced Microsoft Excel
CPT-204B
$112
This course will teach advanced Excel applications. Through instructor-led or self-paced, step-by-step instruction, participants will learn how to perform “what if” analysis, create PivotTables, exchange data with other programs and control worksheet properties and calculations. Please bring a flash drive to each class. Pre-requisite: Microsoft Excel (CPT204).

Microsoft Word
CPT-203
$112
This class introduces students to the basics of Word. Participants will create and edit business and personal documents, letterheads, résumés, labels and flyers and learn to use the Internet to access information and clip-art to incorporate into documents and flyers. Please bring a flash drive to each class.

Microsoft PowerPoint
CPT-208
$112
This course offers a step-by-step approach to designing, creating, editing and enhancing presentations. Please bring a flash drive to each class.

Microsoft Access
CPT-206
$112
This course provides a working knowledge of Microsoft Access, a database software program. Participants will learn how to use Access to connect and use resources on the Internet. Topics will include designing and creating databases, entering and editing data into tables, designing and using basic forms, integrating Access data with other office applications and Internet, establishing relationships between tables, finding, sorting and filtering information, creating basic queries and designing and using basic reports.

HEALTH AND MEDICAL RELATED PROGRAMS

Massage Therapy-Start a New Career as a Massage Therapist
WCE-341
$5695
Fast track Massage Therapy Certification Training Program. A Massage Therapist can pursue employment in healthcare, wellness, and spa settings, as well private practice. Massage Therapists assist with wellness, stress management, injury rehabilitation and health & fitness. This program provides an excellent training opportunity for anyone with a desire to work in this thriving healthcare field, helping people, and assisting in life change. 650 hours. Prices
Community Education
Health and Medical Related Programs

includes textbooks, program materials, internship experience, certificate of completion, and state licensure preparation.

M1  Monday-Thursday  6-9:30 p.m.
     Saturdays       9:00 a.m.-4:30 p.m.  TBA
     CHAR           September 9, 2013-May 15, 2014

Update Your Skills with ICD-10–A Guide to Medical Billing/Coding
WCE-345  $1099
As a Coding professional you know the importance of keeping up-to-date with the most current diagnosis codes. Prepare for the future of coding with the latest most comprehensive update of the code set. The current rule published in the Federal Register sets the adoption of ICD-10-CM to replace ICD-9-CM Volumes 1 and 2 effective October 1, 2013. Start down the road to success by learning the latest version of the ICD-10-CM code set. 56 hours over 7 weeks. This program is offered entirely online, with weekly assignments, online learning and an instructor-led virtual class weekly. Classes are held from 5:30 p.m.-6:30 p.m. PST, (7:30 p.m. -8:30 p.m. CST; 8:30 p.m.-9:30 p.m EST). Prices include textbook, online program access and certificate of completion.

S1  Saturdays       12:10 p.m.  TBA
     CHAR           July 27 to September 21
                    September 28 to November 9
                    November 23, 2013 - January 25, 2014

Basic Life Support (BLS) For Healthcare Providers
FSR-108  $67
This one-day course presents the American Heart Association BLS for Healthcare Providers CPR and AED program, teaching skills needed for professionals to use in the initial response to adults, children, and infants with cardiac emergencies and choking. Skills include one and two person CPR, use of a mask for ventilation, and Automated External Defibrillator. Program includes both skill tests and written test; written test requires students to read English at approximately the 10th grade level. Students who need extra time to complete the tests may need to stay beyond the end of the scheduled class time. Text is BLS for Healthcare Providers (Student Manual), published in 2011; older editions not acceptable. Book may be independently purchased by students ahead of time; instructor will also have books for sale on day of class. For those who successfully complete the program will receive a two-year certification card will be sent to them via BHCC approximately one week after the class.

S1  Saturdays       9 a.m.-1 p.m.  TBA
     CHAR           October 5

S2  Saturdays       9 a.m.-1 p.m.  TBA
     CHAR           December 7

Medical Interpreting Certificate Program
WCE-375  $999
The need for medical and community interpreters is rapidly increasing, and so is the demand for trained professionals in the field. This 54-hour course, offered in collaboration with Transfluenci, will help prepare new and experienced interpreters to work in hospitals, health clinics, governmental agencies and more, following the standards and ethics of the profession. This program will include an overview of the profession and professional settings, sight translation, consecutive and simultaneous interpreting practice, role-playing, note-taking techniques, readings in the field, exercises for building memory and concentration, discussion of practices, standards and ethics, vocabulary in the medical and legal fields, and advice on how to find and keep a job as an interpreter. This course open to all languages, but students must be able to comprehend and communicate fully in both English and at least one other language. Because a selective interview is required before acceptance, students must register at least two (2) weeks in advance. The College will issue a certificate upon satisfactory completion of this course, and participants receiving a certificate will be given the opportunity to interview with 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 language proficiency test.

T1  Tuesdays/Thursdays  6-9 p.m.  TBA
     CHAR           October 8-December 10

Anatomy and Physiology Spanish Training
WCE-260  $599
This 40-hour Spanish Anatomy and Physiology course will focus on medical vocabulary, culture and language to improve the effectiveness of every healthcare provider who speaks Spanish. This course gives participants an extensive knowledge of Anatomy and Physiology and improves effective communication skills for those working with a Hispanic population. At the conclusion of this training, participants will be able to: define and describe symptoms, diseases, treatments and procedures in Spanish, and discuss demographic trends of healthcare in Spanish.

S1  Saturdays       9 a.m.-2 p.m.  TBA
     CHAR           October 19 - December 14

Register online, by phone or in person for non-credit courses. Office of Community Education, H-Building.

Online: http://www.bhcc.mass.edu/ce • Phone: 617-228-2462 Monday-Friday, 8:30 a.m. - 4 p.m.

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

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

To register, go to: ed2go.com/bunkerhill

Administrative Assistant Fundamentals $99
(ONLINE COURSE)
Rapid growth in health, legal services, data processing, management, public relations and other industries has created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

To register, go to: ed2go.com/bunkerhill

Autism and Asperger's Disorder: Information and Effective Intervention Strategies $199
(ONLINE COURSE)
This is an interactive computer-based instruction course designed to help you achieve a better understanding of autism and Asperger's Disorder, of intervention strategies to enhance communication and learning, and of methods for teaching more conventional behaviors. The course provides information on the characteristics of the disorder, learning styles associated with the disorder, communication weaknesses and various intervention strategies that have proven successful when working with students with autism spectrum disorders. You will comprehend why individuals with autism spectrum disorders act the way they do and what you can do to enhance more appropriate behavior. This course also lists resources for educators, related service personnel and parents who would like more help or information on autism and Asperger's Disorder. PDPs: 30.

To register, go to: virtualeduc.com/bhcc

Behavior is Language: Strategies for Managing Disruptive Behavior $269
(ONLINE COURSE)
This is an interactive computer-based instruction course designed to give you a new perspective on student behavior and effective tools for facilitating positive student change. The course provides a developmental framework for understanding what students are trying to tell you through the language of their behavior. The course teaches behavioral techniques and intervention strategies that remediate disruptive behaviors, reduce power struggles while increasing classroom control and reduce workload and burn-out. This program helps you as well as students find creative, effective solutions to behavioral problems. PDPs: 45.

To register, go to: virtualeduc.com/bhcc

Harassment, Bullying and Cyber-intimidation in Schools $199
(ONLINE COURSE)
This course discusses the definitions and the personal, social and legal ramifications associated with sexual harassment, bullying and cyber-intimidation. The course will address what we know about these troubling areas. We will then explore preventative strategies as well as ways school staff can address these issues when they occur. A clear understanding of what constitutes harassment and the harmful effects of harassment on people and institutions is essential to providing a safe and inclusive school environment for all. PDPs: 30.

To register, go to: virtualeduc.com/bhcc

Creating Web Pages $95
(ONLINE COURSE)
Create and post your own Website on the Internet using HTML in this extensive hands-on, six-week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of Web design. Then, with your instructor's guidance, you'll plan the content, structure and layout of your Web site, create pages full of formatted text, build links among the pages and to the outside world, and add color, backgrounds, graphics and tables. You'll also learn critical and timely information on securing the best possible location in search engine listings and powerful no-or low-cost Web marketing strategies. To register, go to: virtualeduc.com/bhcc

Project Management: PMP® Test Prep Course $699
(ONLINE COURSE)
This online and self-paced thirteen-module project management program builds successful project managers at all levels of the organization. It provides a comprehensive preparation for the PMP® certification exam, including exam-taking tips, ten comprehensive module quizzes and two full-length, 200-question practice exams covering the PMBOK® Guide areas of knowledge. This course is designed for learners interested in preparing to take the PMP® exam.

To register, go to: bhcc.mindedgeonline.com/partner/courses
Earn a Certificate in Entrepreneurship

ONLINE COURSE $599

This online certificate program introduces key issues in entrepreneurship for those looking to start a business on their own. What does it take to build and grow a business from scratch? What personal characteristics are shared by successful entrepreneurs? What types of resources are available to budding entrepreneurs, and where can you find them? Learners who complete this program will have the answers to those questions and others that are essential to the success of their businesses. This certificate program comprises five individual self-paced online courses that offer an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that engage entrepreneurs and structure their learning about their field. Our Ask the Expert feature connects you to an expert ready to answer any content-related questions you have. Questions are answered as quickly as possible and usually within 24 hours. Upon successful completion, you can download a printable certificate of completion, with CEU credits earned for this online course suite. The course has no textbooks or prerequisites. Individual Entrepreneurship courses are also available.

To register, go to: bhcc.mindedgeonline.com/partner/courses

Earn a Certificate in Nonprofit Management $699

ONLINE COURSE

This online certificate program introduces learners to key current management issues for nonprofit organizations. Fundraising, capital campaigns, board and volunteer development, budgeting, reading financial statements, leadership, marketing, grant writing, social media and setting strategic direction are all addressed. Video commentary on these crucial topics will give you insight into how nonprofit professionals apply key concepts in their own organizations. This certificate program comprises ten highly engaging self-paced online courses that offer an assortment of interactive exercises, videos, commentary from subject matter experts, selected readings, case studies, and self-assessments that will engage you and help you practice effective decision making in a nonprofit setting. Our Ask the Expert feature connects you to an expert ready to answer any content-related questions you have. Questions are answered as quickly as possible and usually within 24 hours. This certificate program is designed for individuals seeking career opportunities in private or public nonprofits as well as those already working in nonprofits that want to enhance and improve their leadership skills. Upon successful completion you can download a printable certificate of completion, with your CFRE and CEU credits earned for this online course suite. This course has no textbooks or prerequisites. Individual Nonprofit courses are also available.

To register, go to: bhcc.mindedgeonline.com/partner/courses

Certificate in Business Communications $149

ONLINE COURSE

The ability to communicate clearly and effectively is highly prized in organizations. This self-paced online certificate course focuses on improving business writing skills and how to create effective presentations. This course offers instruction on crafting many of the most common business communication formats: memos, reports, brochures, proposals, presentations, catalogs, and websites. Topics include formal and informal outlining techniques, using email appropriately in an organizational setting, and revising for wordiness, unnecessary phrases, redundancy, and jargon. From clarifying and structuring your ideas to designing the PowerPoint slides that will best complement them, the techniques, interactive exercises, and checklists in this suite will help you create presentations and workplace documents that inform and persuade. This self-paced online program offers an assortment of interactive exercises, selected readings and self-assessments that will engage and help you practice effective business communication skills. Upon successful completion you can download a printable certificate of completion, with your CEU credits earned for this online course suite. This course has no textbooks or prerequisites.

To register, go to: bhcc.mindedgeonline.com/partner/courses

Introduction to Microsoft Excel 2010 $99

ONLINE COURSE

Do you work with numbers? Then you need to master Microsoft Excel 2010—and this is the place to do it. Even “non-techie” beginners will find it easy to learn Excel in this fun, step-by-step online course. These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You’ll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. In addition, you’ll get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. This is not a tutorial, but an in-depth class where you’ll get training, help, and personal support from an experienced instructor as you’re learning Excel basics step-by-step. By the time you’re done, you’ll be using this vital Office 2010 tool like a pro.

To register, go to: ed2go.com/bunkerhill

Medical Terminology: A Word Association Approach $99

ONLINE COURSE

This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided in
regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes.

To register, go to: ed2go.com/bunkerhill

The Basic Tax Course: Federal Law

(ONLINE COURSE)

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

To register, go to: www.collegetaxschool.com/bunker-hill

20 Ways to Earn Residual Income:

Live Interactive Online Webinar

BSN-205

$20

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

OL Saturday 9-11 a.m. J Farnham
OL1 Saturday Online Webinar September 7 J Farnham
OL2 Saturday Online Webinar October 5 J Farnham
OL3 Saturday Online Webinar October 26 J Farnham
OL4 Saturday Online Webinar November 16 J Farnham

How to Build a Fun and Profitable

Home-Based Business: Live Interactive Online Webinar

BSN-203

$20

Learn skills and activities that lay out step by step what it takes to make more money and have more fun. This class is about your personal business activities: tangible things you can do and measurable activities to get new customers, increase visibility and increase your income. Before registering, please visit www.jamesfarnham.com to get an expanded course description and to ensure your computer is properly equipped.

OL Saturday noon-2 p.m. J Farnham
OL1 Saturday Online Webinar September 7 J Farnham
OL2 Saturday Online Webinar October 5 J Farnham

Live Interactive Webinar: Get it done!

Financial Wellness, Getting Out of Debt and Preparing for Your Family’s Future

TBD

$20

This is a nuts and bolts course covering three specific areas: improving your current financial situation, debt management and financial preparation for the future. No fluff here… just meaty, hard-hitting strategies…techniques and things you can do now to improve your life! This is an online class. Before registering, please visit www.jamesfarnham.com to get an expanded course description and to ensure your computer is properly equipped. James Farnham, MBA, MS, has over 20 years experience in insurance and financial services.

OL Saturday 3-5 p.m. J Farnham
OL1 Saturday Online Webinar September 7 J Farnham
OL2 Saturday Online Webinar October 5 J Farnham
OL3 Saturday Online Webinar October 26 J Farnham
OL4 Saturday Online Webinar November 16 J Farnham
OL5 Saturday Online Webinar December 14 J Farnham

HAVE YOU FOUND THE CLASS YOU WANT TO TAKE?

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Online: http://www.bhcc.mass.edu/ce • Phone: 617-228-2462 Monday-Friday, 8:30 a.m. - 4 p.m.

Register by Fax. Fax the form on the inside back cover of this booklet and related documents with your credit card information to: 617-228-2080.
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 human resources effectively and communicate with all stakeholders.
7. Understand the key methods used to estimate project schedule and cost at the beginning of a project and to forecast cost and schedule variances at any time during the project.
8. Understand how the project management knowledge contained in the PMBOK® Guide can be used in practice.

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

This course is self-paced and online.

You will have access to this course for 180 days.

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

Level: Intermediate.

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

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

OTHER BUNKER HILL COMMUNITY COLLEGE / MINDEDGE ONLINE COURSES

HTTP://BHCC.MINDEDGEONLINE.COM/PARTNER/COURSES

<table>
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## ONLINE PROFESSIONAL CONTINUING EDUCATION (CE)
AND LICENSURE COURSES

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

**HTTP://BHCC.360TRAINING.COM**

### Training Features
- National regulatory accreditation
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- 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

### 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

### 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
CONTINUING EDUCATION FOR TEACHERS (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 & Interventions for Effective Teaching
- Autism & Asperger’s Disorder: Information & Effective Intervention Strategies
- Child Abuse: Working with Abused & Neglected Children
- Drugs & Alcohol in Schools: Understanding Substance Use & Abuse
- Early Childhood: Family-Centered Services
- Educational Assessment: Assessing Student Learning in the Classroom
- Ethics & Safety in Education: Guidelines for Teachers & Administrators
- Harassment, Bullying & Cyber-Intimidation in Schools
- Inclusion: Working with Students with Special Needs in General Education Classrooms
- Infant & Toddler Mental Health: Issues & Information for Educators
- Reading & Writing in Content Area
- Reading Fundamentals #1: An Introduction to Scientifically-based Research
- Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction
- Talented & Gifted: Working with High Achievers
- Teaching Diversity: Influences & Issues in the Classroom
- Teaching Elementary Math Conceptually: A New Paradigm
- Traumatized Child: The Effects of Stress, Trauma & Violence on Student Learning
- Violence in Schools: Identification, Prevention & Intervention Strategies

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

- Behavior is Language: Strategies for Managing Disruptive Behavior
- Early Childhood: Observation & Assessment
- Early Childhood: Program Planning
- Early Childhood: Typical & Atypical Development
- Learning Disabilities: Practical Information for the Classroom Teacher
- Reading Fundamentals #3: The Elements of Effective Reading Instruction & Assessment
- Try DI!: Planning & Preparing a Differentiated Instruction Program
- 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

### 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

### 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

### 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

### 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

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

**Telephone** 617-228-2462  •  **E-mail** commed@bhcc.mass.edu  •  **Fax** 617-228-2080

Visit us on the web at http://www.bhcc.mass.edu/ce
Discover why millions of students are making the switch to online learning. With online courses, you can study at your convenience in your preferred learning environment. Our courses and programs are highly engaging and relevant and our instructors are interactive and support you through the curriculum. Choose from our growing catalog of Instructor-Led Courses designed to teach you a new skill or refresh a current one or our Career Training Programs geared to place you into a new career in an in-demand field.

**Online Courses**

- **Instructor-Facilitated**
- **Online Discussion Areas**
- **24-Hour Access**
- **6 Weeks of Instruction**

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.

**Popular Courses:**

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

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

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

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

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

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

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

**Online Career Training Programs**

- **One-On-One Instructor Assistance**
- **24-Hour Access**
- **All Materials and Books are Included!**

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace.

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

**Popular Programs:**

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

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

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

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

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

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

www.ed2go.com/bunkerhill  www.gatlineducation.com/bhcc

MORE COURSES AVAILABLE AT EACH OF OUR WEBSITES
BHCC REGISTRATION FORM FOR NON-CREDIT COURSES

Register online, by phone or in person for non-credit courses
Office of Community Education, located at the H-Building.

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

Phone: 617-228-2462
Monday-Friday, 8:30 a.m.-4 p.m.
Have your credit card information ready when you call.

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

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

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

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

CURRENT E-MAIL ADDRESS:  
PLEASE PRINT CLEARLY

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

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Students should register for non-credit online courses through BHCC’s Office of Community Education.
COMMUNITY EDUCATION
Charlestown Campus
H Building, Room H109
250 New Rutherford Avenue
Boston, Massachusetts 02129
Telephone: 617-228-2462
Fax 617-228-2080
www.bhcc.mass.edu/ce

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

- Languages and Culture
- GED Preparation
- Test Preparation
- Leadership, Career, Management and Non-Profit Courses
- Fitness, Safety and Personal Enhancement
- Computer Training and Classes
- Health and Medical Related Programs
- Online Professional and Personal Development
- Computer Industry Certification Exam Prep
- Online Courses
- and more!

AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY
Bunker Hill Community College is an affirmative action/equal opportunity institution and does not discriminate on 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, Title VI, 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).

All inquiries concerning application of the above should be directed to Thomas L. Saltonstall, Director of Diversity and Inclusion, Affirmative Action Officer, and Coordinator of Title IX and Section 504, at 617-228-3311, 250 New Rutherford Avenue, Room E236F, Boston, MA 02129.

When a student or employee believes s/he has been discriminated against based on race, creed, religion, color, national origin, age, sex, gender identity, genetic information, maternity leave, sexual orientation or disability status, the College’s Affirmative Action Plan provides an informal complaint process and a formal grievance process which may be accessed by any member of the College community. For more information, or for a copy of the plan and/or grievance procedure, contact Thomas L. Saltonstall, the College’s Affirmative Action Officer at 617-228-3311.