Community Education

SAT Prep Course
Targeted Skill Building Instruction.
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 new 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 June 10, 2013, and end August 10, 2013. Before Basic English as a Second Language students can enter academic ESL courses, they must take a placement test in the Assessment Center, Room B118.

Basic English as a Second Language/Basic

ENGLISH AS A SECOND LANGUAGE/BASIC

To register for any non-credit Basic English as a Second Language course, students must first take a placement test in the Assessment Center, Room B118. Classes begin June 10, 2013, and end August 10, 2013. Before Basic English as a Second Language students can enter academic ESL courses, they must take a placement test in the Assessment Center, Room B118.

Basic Speak/Listen
BLL-001 $229
This course is for beginners who wish to improve their conversation and pronunciation skills. Students will practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with pronunciation drills. This course should be taken with Basic Read/Write (BLL002).
L5 LEC T,TH 6:00 p.m.-8:30 p.m. B130 TBA

Basic Read/Write
BLL-002 $229
This literacy course is for non-native speakers of English. Students learn basic writing and reading skills such as letter and word recognition, spelling, comprehending main ideas from short readings related to employment, education, and everyday life. Students learn introductory grammar structures. This course should be taken with Basic Speak/Listen (BLL001).
K5 LEC M,W 6:00 p.m.-8:30 p.m. B224 TBA
L5 LEC M,W 6:00 p.m.-8:30 p.m. B223 TBA

Speak/Listen I
BSL-001 $229
Students will practice speaking about formal and informal topics such as employment, education, and everyday life. They will complete listening exercises and answer comprehension questions. Students will read and write in this course and learn basic grammar structures. The emphasis is on general English.
K5 LEC M,W 9:00 a.m.-11:30 a.m. B224 TBA
L5 LEC M,W 6:00 p.m.-8:30 p.m. B223 TBA

Read/Write I
BSL-002 $229
Students will read and write about beginning reading materials. They will learn to identify main ideas and supporting information and write sentences and paragraphs. Students will learn basic grammar structures. The emphasis is on general English.
K5 LEC M,W 9:00 a.m.-11:30 a.m. B125 TBA
L6 LEC T,TH 6:00 p.m.-8:30 p.m. B223 TBA

Speak/Listen II
BSL-005 $229
Students will learn to speak about formal and informal topics such as work, home, school and places around town such as clinics, supermarkets and the library. They will learn to listen to and understand beginning-to-high beginning listening materials and answer comprehension questions in sentences and short writings. Students will learn grammar structures. The emphasis is on general English.
K5 LEC M,W 9:00 a.m.-11:30 a.m. E451 TBA
K6 LEC T 9:00 a.m. 11:30 a.m. G138 TBA
L6 LEC TH 9:00 a.m.-11:30 a.m. B114 TBA
Read/Write II

**BSL-006**

$229

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

- **K5** LEC M, W 6:00 p.m.–8:30 p.m. E451 TBA
- **L6** LEC T, TH 6:00 p.m.–8:30 p.m. B224 TBA

*Grammar and Vocabulary II*

**BSL-012**

3 credits

This course is for BSL-010 and BSL-011 students who wish to improve their conversation and pronunciation skills. Students will practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with pronunciation drills.

- **L5** LEC T, TH 6:00 p.m.–8:30 p.m. H155 TBA
- **Class meets at the new H building**

*English for Work Interviews*

**LNG-409**

$199

Students will 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.

- **A1** Monday 2:45 p.m. 5:30 p.m. $ Bloomberg
- **CHAR** June 10-August 10

*American English Pronunciation and Accent*

**LNG-517**

$79

Students will 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.

- **B1** Monday 6:00 p.m. 8:00 p.m. $ Bloomberg
- **CHAR** July 8-August 12

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

**Languages**

*Beginning Spanish I*

**LNG-400**

$129

Designed for students with little or no background in the Spanish language, this course focuses on the acquisition of basic listening, speaking, reading and writing skills within a cultural framework.

- **J1** Tuesdays 6-9 p.m. TBA
- **CHAR** June 4-July 9

*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.

- **J1** Tuesdays 6-9 p.m. TBA
- **CHAR** July 16-August 20
TEST PREPARATION

Ready for the GED Test?

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.

J1 Tuesdays, Thursdays 2:30-5:30 p.m. P Espinoza-Toro
CHAR July 23-August 15

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.

C1 Tuesdays, Thursdays 6-8:30 p.m. B Fox
CHAR June 11-August 1

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).

J1 Mondays 6-9 p.m. TBD
CHAR June 17-August 20

GRE Preparation Course
GRE-101 $499

Learn how to master the new format of the Graduate Record Examination. In 18 hours you will interact with instructors who know the ins and outs of the quantitative, verbal, and writing sections of the test. The course focuses on optimizing your GRE score through classroom strategy lessons, online test simulation, and customized feedback on your writing and multiple choice responses. Tuition includes all course materials.

B1 Tuesdays 3-6 p.m. H Steinbrook
CHAR July 9-August 27

CAREER, ENTREPRENEURSHIP AND LIFE EDUCATION

Renewable Energy and Solar Power
BSN-209 $149

This 33 hour class explains Renewable Energy and Solar Power. The class will be taught by faculty from the Engineering, Sustainability, and Computer Technology Departments. Students will learn the theory and concepts behind photovoltaic systems design and implementation. In addition, students will design, build, and test their own 18 volt/60 watt solar panel in a laboratory setting. It is a great way to become knowledgeable about renewable energy, and develop leading edge skills on “green energy” technologies. Purchase of a $90 textbook is required for this course.

M1 Mondays, Wednesdays 1 p.m.-4 p.m. Cronin/LaVine/Reichert
Room TBA June 10 – July 3

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

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.
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.

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Introduction to Documentary Filmmaking

FSR-113A $175

This course 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.

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Basics of Entrepreneurship Non-Credit Certificate Program

BSN-201 $279

This non-credit basics of entrepreneurship program provides information to prospective and current entrepreneurs that will help them start and build a successful business. The program includes writing a business plan, basic business finance, principles of marketing, supervisory and leadership skills, principles of negotiating, writing initial contracts and incorporation. After completing classroom instruction, reinforcement online training modules will be provided to improve learning and support course content. A certificate is granted upon completion. For more information, please contact 617-228-2462.

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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.

B1  Wednesday 6-9 p.m.  L D’Ambrosio
    CHAR  August 14

COMPUTER TRAINING AND CLASSES

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.

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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 the home. Participants will learn to create budgets and put some zip into proposals by entering data and learning the powerful calculation and sorting functions that Excel offers. Please bring a flash drive to the first meeting.

Prerequisite: familiarity with computers.

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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.

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Microsoft PowerPoint 2007

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.

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FITNESS, SAFETY AND PERSONAL ENHANCEMENT

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 and not to keep the promises you’ve made to yourself. This can cause you to put others’ needs before your own to the extent that you begin to compromise your integrity. In this course you will become more aware of your lifetime promises, understand their role in your daily life, differentiate between promises and rules, re-prioritize and discover that your promises may affect your whole being.
B1 Thursday 10 a.m.-12 noon S Bradshaw
CHAR August 15

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.
B1 Thursday 10 a.m.-12 noon S Bradshaw
CHAR July 11

Motorcycles: Basic Rider Course/
Motorcycle Safety Training
FSR-725 $285
This is a 15-hour course—5 hours of classroom study and 10 hours of riding—designed to teach the sport of motorcycling. Classroom sessions will cover motorcycle controls, basic riding skills, street strategies and turning and braking techniques. Riding sessions will cover straight-line riding, turning, shifting and stopping as well as crash avoidance maneuvers. Training motorcycle—250cc or less—helmets and course books are provided with tuition. Participants must have motorcycle learner’s permit. Classes are on weekends from April to October. For more information please contact the Community Education Division at 617-228-2462 or e-mail commed@bhcc.mass.edu. To register for the course please contact Ironstone Ventures at 508-278-0172 or visit www.ironstoneventures.com

Rape Aggression Defense (RAD):
Women’s Self-Defense Workshop
FSR-619C $57
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.
C1 Tuesdays 6:30-8:30 p.m. R Barrows
GYM June 25-July 30
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.
A1 Saturdays 9 a.m.-2 p.m. TBA
CHAR June 22-August 17
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 a two-year certification card will be sent to them via BHCC approximately one week after the class.
A1 Thursday 9 a.m.-1 p.m. TBA
CHAR June 20
B1 Thursday 9 a.m.-1 p.m. TBA
CHAR August 15

EARLY CHILDHOOD DEVELOPMENT INSTITUTE
ADMINISTRATION AND SUPERVISION IN ECE PROGRAMS
The director of an early-care and education program is the key to quality programming for children and to a satisfying work experience for the teachers of these children. Yet, the supervision of staff is very challenging, requiring many specialized skills that many directors have not had help to develop. These modules provide both new and more experienced directors new ways to motivate staff and help teachers feel satisfaction in their work. Students will earn 10 hours of EEC Professional Development Training Hours and A Prior Learning Certificate that is equivalent to 1 CEU for each module completed.

THESE NON-CREDIT CLASSES CAN BE TURNED INTO COLLEGE CREDIT
Those students who successfully complete all four modules will be able to petition the Prior Learning Assessment Program at BHCC for college credit (3 credits) for ECE 115-Supervision in ECE. Students must have successfully completed ECE 113-Child Care Administration or an equivalent course prior to applying for prior learning credit for this set of modules for ECE 115. ECE 115 may be used as one of the three career electives required in the A.S. degree program in Early Childhood Development and can also be used as Director II credit for DEEC certification.

Supervision for Team Building
ECI 306  $110
Early-care and education teachers must work closely with each other to meet the demanding needs of young children. Learn ways to build teams from diverse groups of teachers and help them work smoothly together toward shared goals. 4 class meetings (10 hours).
A1 Monday 6:30 p.m.-9 p.m. R. Rzezuski
CHAR June 3-24
Trouble in the House: Handling Conflict in Supervision and Among Staff
ECI-307  $110
Early-care and education teachers have to serve the needs of many: children, parents, other teachers and staff, and supervisors. Yet, these caring people are often uncomfortable with conflict and handle the demands of conflict resolution poorly, causing more problems than are solved. This module will provide real ways to tackle these problems and build stronger teams through positive conflict resolution. 4 class meetings (10 hours).
B1 Monday 6:30 p.m.-9 p.m. R. Rzezuski
CHAR July 8-29

Helping Adult Learners Move Forward
ECI-308  $110
The early-care and education teacher is an adult learner with his/her own personal and professional goals. This module explores the ways that supervisors may help their teachers to grow and develop to meet their goals while strengthening the program at the same time. 2 class meetings (10 hours).
B1 TBD Fall Semester R. Rzezuski
CHAR Fall Semester

Coaching and Mentoring-Working in Supervision with ECE Staff and Teachers
ECI-309  $135
This course will allow students to use knowledge and practice skills learned in the earlier modules and to have one-on-one coaching and mentoring with the instructor. Work in a child-care program is necessary. Students must be working in a program that will allow the coaching to occur. Successful completion of the course will require a set of assignments to allow student to practice and show evidence of learning. (Must have successfully completed ECI 306, 307, and 308 prior to registering in this course). 2 class meetings (6 hours) and 4 additional hours at worksite required for coaching.
01 TBD Fall Semester R. Rzezuski
CHAR Fall Semester
ONLINE PROFESSIONAL AND PERSONAL DEVELOPMENT

Administrative Assistant Fundamentals  $95
(ONLINE COURSE)
Rapid growth in health, legal services, data processing, management, public relations and other industries 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 encourage 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 mediate 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

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 between the pages and to the outside world, and add color, backgrounds, graphics and tables. You’ll also learn critical and timely information on securing the best possible location in search engine listings and powerful no- or low-cost Web marketing strategies.
To register, go to: ed2go.com/bunkerhill

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

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

The Basic Tax Course: Federal Law  $500
(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

**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.

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<td>Online Webinar</td>
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**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.

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<th>OL</th>
<th>Saturday, 9-11 a.m.</th>
<th>J Farnham</th>
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<td>August 10</td>
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</table>

**For additional information visit:**

[www.examforce.com](http://www.examforce.com) or e-mail: ICTCertificationbhcc@gmail.com
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.
ONLINE PROFESSIONAL CONTINUING EDUCATION (CE) AND LICENSURE COURSES

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HTTP://BHCC.360TRAINING.COM

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

Occupational Health and Safety Skills
- OSHA
- HAZWOPER
- Miner Training
- AGC Construction P.M.
- 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

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- Radiology CE
- Nursing CE
- Respiratory Tech CE

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- Food Safety Manager
- Food Safety Manager (Spanish)
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HTTP://VIRTUALALEDUC.COM/BHCC

All courses in this section are 30 contact hours / = 30 PDPs $199

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- 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

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

- Talented & Gifted: Working with High Achievers
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- Teaching Elementary Math Conceptually: A New Paradigm
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- Violence in Schools: Identification, Prevention & Intervention Strategies
- 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
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- Understanding Aggression: Coping with Aggressive Behavior in the Classroom
- Why DI?: An Introduction to Differentiated Instruction
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Fundamentals of Mold Inspection
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Green Building for Insurance Professionals
Green Building for Real Estate Professionals
Green Certified Home Inspector
Green Certified Government Leader
Green Germ Control Specialist
Green Landscaping
Green Cleaning Technician
Waste Management Coordinator
Sustainability Planning Specialist
Green Building for Health Care Professionals

LEED CERTIFICATION
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Energy Efficient Design for Architects

INDOOR AIR QUALITY
Certified Indoor Air Quality Manager (CIAQM)
Certified Indoor Environmentalist (CIE)
Certified Microbial Investigator (CMI)
Indoor Air Quality–Fundamentals of ASHRAE Standard 62.1

ENERGY AUDITING/WEATHERIZATION
Home Energy Analyst (HERS)
Weatherization Energy Auditor (BPI)
Weatherization Installer Shell Technician/Installer
Home Energy Auditor
Commercial Energy Auditor
Code Training/New Construction Inspection
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Certified Environmental Specialist

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

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

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

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MORE COURSES AVAILABLE AT OUR WEBSITES
[www.gatlineducation.com/bhcc](http://www.gatlineducation.com/bhcc)  [www.ed2go.com/bunkerhill](http://www.ed2go.com/bunkerhill)
BHCC REGISTRATION FORM FOR NON-CREDIT COURSES

Register online, by phone or in person for non-credit courses
Office of Community Education, located at the new 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 or teach that is not featured, please contact us.

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

CURRENT E-MAIL ADDRESS: ____________________________________________

Please print clearly

Course Selection (Sample Below in Color)

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Method of Payment

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Students should register for non-credit online courses through BHCC’s Office of Community Education.
COMMUNITY EDUCATION
Charlestown Campus, Room M107
250 New Rutherford Avenue
Boston, Massachusetts 02129
Telephone: 617-228-2462
Fax 617-228-2080
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Development
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and more!

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