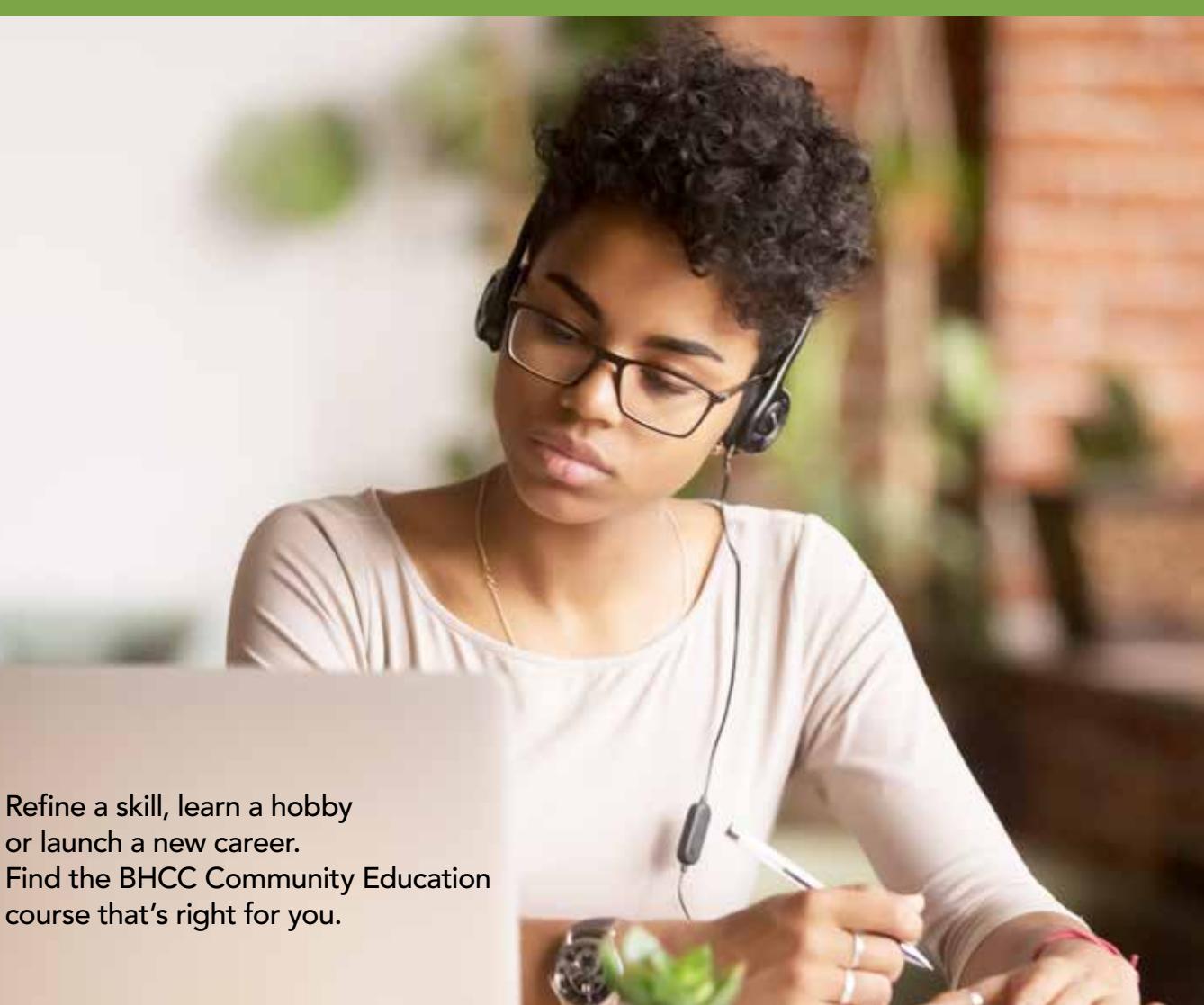


THE DIVISION OF WORKFORCE AND ECONOMIC DEVELOPMENT

Workforce and Community Education Catalog



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

SPRING HIGHLIGHTS

- Opportunities for Unemployed (Training Opportunities Program and MassHire)
- English Language Learning classes
- Google IT
- Ethnographies of work

Bunker Hill Community College

Workforce and Community Education

The Workforce and Community Education courses offered through the Division of Workforce and Economic Development at Bunker Hill Community College features remote credit and non-credit courses for individual or corporate teams. Leveraging the College's expertise and resources, the Division aims to create pathways that lead to both personal and professional opportunities for adult learners.

Courses are offered for all levels of experience, including English Language Learning; (ELL) to Test of English as a Foreign Language (TOEFL); High School Equivalency Standardized Test (HiSET); and Project Management Professional (PMP) exam prep. Whether you need to improve your language skills to prepare for college or a career, stay current with the latest technology,

or explore something new, Workforce and Community Education courses can help you achieve your personal and professional goals.

This catalog outlines a selection of our current course offerings available for registration today. You can also browse our full list of courses, including additional online options, at bhcc.edu/ce. Still can't find what you are looking for? Let us know! We are always looking for ways to expand our program offerings.

Are you looking to set up a corporate training for your workplace? We can customize a training program for your organization in any area covered in this catalog and more.

Contact us for information about our Corporate Training programs.

BHCC Workforce and Community Education Division of Workforce and Economic Development

- Community Education and Life Long Learning
- Corporate Training and Continuing Education for Careers

- Adult Education and Transitions to College
- Language Institute-Intensive English, ELL and Spanish

Register today!

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

You will receive an email confirmation to your email.

Note: There is a 3% service fee, depending on the course, for debit and credit payments. You may also register in person at Student Central in the Main Campus or at the Division of Workforce and Economic Development office located in the H-Building.

Mission of Bunker Hill Community College

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

Vision of Bunker Hill Community College

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

BHCC Institutional Values

Bunker Hill Community College Trustees, Faculty, Staff and Students embody the highest academic and institutional integrity through their commitment to:

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

Instruction Modality:

With a few exceptions, all scheduled courses listed in this Spring 2021 catalog will be taught remotely. This means that class will not meet face-to-face on campus. It will meet remotely during the scheduled times listed. Course materials will be available online.

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

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Book Ordering:

If your course requires you to purchase a textbook, you must purchase it online from our college bookstore. Please visit bkstr.com/bhccstore and under "Shop By Courses", go to "Enter Course". Select the term with the word "Elevate (WFD)" in it. Under Shop By Courses, select the course number inside the Department Box. Once the course is selected, the Course and Section field boxes will automatically be populated. Go to "Find Materials for 1 Course(s)". Select New or Used. Your book will be mailed to you. Shipping charges apply after COVID-19 restrictions have been lifted. If you need to talk to a bookstore representative, please call 617-228-2304.

If you have any questions about the course, please email commed@bhcc.edu.

Adult Education



ADULT EDUCATION

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

The Adult Education Program

The Adult Education program at the Chelsea Campus and the BHCC Boston Adult Education Consortium provides educational and support services for adults who lack English language and literacy skills and/or do not have a high school diploma. This comprehensive program provides free educational services that include courses in Basic English for Speakers of Other Languages (ESOL), AE literacy and High School Equivalency Assessment (HiSET) preparation in Spanish and English.

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

Transitions to College Program

Designed for students currently or previously enrolled in an adult education program, BHCC's Transitions to College program is a yearlong program funded by the Department of Education that enables students to enroll in college-level courses by learning the essential skills needed to be a successful student. Classes are offered at no cost to students, and textbooks are provided.

Classes taken the first semester:

Spring semester courses (up to 9 credits):

- SOC- 101 – TC Principles of Sociology (3 credits)
- Optional (if needed) REL-101-TC World Religions (3 credits)
- Student selected course in their program of study (3 credits)

Fall semester courses (up to 9 credits):

- LCS-101DD-TC "Your Guide to Purpose and Success" (3 college credits)
- CIT-110-TC "Computer Applications and Concepts" (3 college credits)

- Optional (If needed): MAT093 or MAT097 Developmental Math course (3 credits)

- Optional (If needed) : ELL102 or ELL103 Developmental English course, (3 credits)

Summer semester optional courses:

- Any developmental course if needed (up to 12 credits)

Register now!

bhcc.edu/adulted

bhcc.edu/adulted/transitions

TEST PREPARATION

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

TFL-101e **\$419**

This course features up-to-date, realistic practice tests and cooperative learning strategies designed to familiarize students with the test format and develop test-taking strategies that improve their scores. A strong academic English background is recommended. The course curriculum is based on the TOEFL iBT® (internet-based test). Total hours: 40

T1 T/Th 6-8:30 p.m.
March 23 – May 18, 2021

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

GED-104Ae **\$325**

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

T1 T/Th 3-5:30 p.m.
February 9 – April 8, 2021
S1 S 9-1 p.m.
March 6 – May 8, 2021

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

BSN-124e **\$719**

Designed by global subject matter experts, this course covers the entire SHRM Body of Competency and Knowledge™ (SHRM BoCK™) which encourages human resource professionals to acquire the competencies and knowledge they will need to perform their jobs effectively and be successful in their careers. Learn to retain study materials effectively and efficiently through a combination of expert instruction and peer discussion.

T1 T/Th 6-7:30 p.m.
February 16 – May 11, 2021
SS1 Sa 9 a.m.-12 p.m.
January 30 – June 19, 2021

SHRM Essentials of HR Management

BSN-124Ae **\$465**

The SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resource roles and

responsibilities. It gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues. This course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills. The course addresses six key human resource management subjects in a user-friendly format designed to give an effective learning experience: Human Resource Management, Employment Law, Recruitment and Selection, Compensation and Benefits, Employee Development, and Performance Management.

The 15 hour SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resources role and responsibilities. Newly updated in 2010, it gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues.

H1 Th 6-8 p.m.
April 7 – May 26, 2021

Prepare to Pass the PMP® Exam with Bunker Hill Community College The Learning System for PMP Exam Preparation

BSN-126e **\$839**

(+ book price estimated \$530)

If you are interested in earning the most sought-after credential in the global project management profession, then you need the best exam preparation course available. At Bunker Hill Community College, our Project Management Professional (PMP)® review course includes premium quality study materials that align with the PMBOK® Guide—Sixth Edition and prepare you for the updated PMP exam. You must determine if you meet eligibility requirements before enrolling in the PMP prep course. Please visit bhcc.edu/corporatetraining/pmpexampreparation

S1 Sa 9 a.m.-1 p.m.
March 6 – May 8, 2021

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

TRG-101e **\$189**

(+book price estimated \$530)

This course focuses on the reading and grammar component of the Assessment Testing Institute® (ATI) TEAS® exam. (Book cost is separate).

01 T 6-9 p.m.
January 5 – February 9, 2021
(six sessions at 3 Hours each. Total Hours: 18)
S1 T 6-9 p.m.
March 23 – April 27, 2021
(six sessions at 3 Hours each. Total Hours: 18)

Careers

Test of Essential Academic Skills® (TEAS) Prep for Math and Science TSG-101e \$189

This course focuses on the math and science content of the Assessment Testing Institute® (ATI) TEAS® exam. Content. (Book cost is separate).

01 W 4-7 p.m.
January 6 – February 10, 2021
(six sessions at 3 hours each. Total Hours: 18)

02 W 4-7 p.m.
March 24 – April 28, 2021
(six sessions at 3 hours each. Total Hours: 18)

CAREERS

OSHA Outreach Training Program for the Construction Industry NON-070e \$205

The OSHA 10-hour Outreach Training Program provides workers with basic and more advanced training about common safety and health hazards on the job. Students receive an OSHA 10-hour course completion card at the end of the training

N01 T/W/Th 10 a.m.-1.30 p.m.
February 9 – 11, 2021

FN01 T/W/Th 10 a.m.-1.30 p.m.
April 13 – 15, 2021

Pre-License Real Estate Sales WCE-473e \$365

This 40-hour class prepares participants to take the Massachusetts Real Estate Salesperson's Examination. Students who successfully complete this class will receive the certification required to sit for the examination. Attendance at every class is required.

M1 M/W 6-9 p.m.
March 24 – May 5, 2021

SERVSFIRE CERTIFICATION

Increase your job prospects in the food industry by earning your ServSafe Manager Certification. After taking the course, you will be prepared to take the ServSafe test, required to all food industry managers by the State of Massachusetts.

ServSafe Manager Training SLF-101e \$205

Are you or will you be the person-in-charge of food safety at your food operation? Then you are required to become ServSafe Manager Certified. ServSafe is the most highly regarded certificate

in the food service industry. The State passed the Massachusetts Food Establishment Regulation in 2001. Earning your ServSafe Food Manager Certification protects public health. Separate book purchase required from servsafe.com website. Make sure the class you are considering from BHCC is over seven days away so that there is enough time to receive your book after placing your online book order. You must bring your book to the class as it contains the answer sheet that you will need for your paper-based exam. Visit servsafe.com/access/SS/Catalog/ProductDetail/ESX7. Add to Cart and then go to Create New Profile. The title of the books is, ServSafe Manager Book 7th edition With Exam Answer Sheet. Cost of book: \$70.30. You may also call ServSafe customer support line to get help in ordering the book at 800-765-2122. The course will take place at Staples Spotlight (Assembly Row 165 Middlesex Ave, Somerville, MA 02145).

01 S 10 a.m - 4 p.m. In person (TBD)
February 6, 2021

02 F 3 - 9 p.m. In person (TBD)
May 14, 2021

Certified Restaurant Professional Apprentice Program NON-201e

Enhance your career in the Hospitality industry by completing the Certified Restaurant Professional Apprentice Program. You will learn a variety of topics including, but not limited to: controlling costs, cost control fundamentals, leadership and communication, managing daily operations, understanding unconscious bias in restaurants, ServSafe food handler, ServSafe Alcohol, ServSafe workplace manager, choke serve training. Completing the program will certify you as a certified restaurant supervisor. For more details and how to enroll in the program, please contact Kerry Miller at kmiller@themassrest.org.

MEDICAL TECHNICIAN AND DENTAL ASSISTING PROGRAMS

1. The online portion of these hybrid courses are self-paced and that a course instructor and a course mentor are available to assist them in their self study as needed.
2. To complete the course on time, students must spend a minimum of seven hours per week to be successful. Upon successful completion of the course, students may elect to request an externship placement from their course

instructor or mentor. The externship is 40 hours and is optional. Externships provide students with practical experience.

3. Although not required, students may elect to take the national exam upon completion of the online component of the course. Check with your course instructor for details. Passing the national exam enhances your resume and makes you a stronger candidate when applying for jobs.
4. When registering for any of these medical tech programs, please use the mailing address you wish your materials to be sent. Your books will be mailed to the address you provide.
5. Once you receive your course start up instructions by email, you may begin your course in advance of your receiving your physical books.

HYBRID - Phlebotomy Technician Certification Program w/ a Clinical Externship

This 90 hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods.

National Certification: Students who complete this program will have the opportunity to pursue the National Healthcareer Association (NHA) Phlebotomy Technician (CPT) Exam.

Clinical Externship: This program includes a 40 hour clinical externship opportunity. To be eligible for the clinical, students must successfully complete the 90 hour program, submit to a thorough background check, drug screening and meet other requirements.

Student Tuition: \$1,799 (Textbooks included)

Course Contact Hours: 90 hours

Clinical Externship Hours (optional): 40 hours

- | | | | |
|----|-----|-----------------------------|--|
| 01 | M/W | Asynchronous | |
| | | February 1 – April 28, 2021 | |
| 02 | M/W | Asynchronous | |
| | | April 5 – June 28, 2021 | |

HYBRID - EKG Technician Certification Program

This comprehensive 50 hour EKG Technician Certification Program prepares students to

function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

National Certification: After the successful completion of this program, students will be prepared to sit for the American Society of Phlebotomy Technicians, Inc. (ASPT) Certified EKG Technician (CET) exam.

Student Tuition: \$1,299 (Textbooks included)

Course Contact Hours: 50 hours

Clinical Externship Hours (optional): 40 hours

- | | | | |
|----|-----|------------------------------|--|
| 01 | M/W | Asynchronous | |
| | | February 22 – April 12, 2021 | |
| 02 | M/W | Asynchronous | |
| | | April 19 – June 6, 2021 | |

HYBRID - Dental Assisting Program w/ a Clinical Externship

The 60 hour Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions – Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics – Administrative Aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical Aspects include: introduction to oral anatomy; dental operatory; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program.

National Certification: This program meets the necessary requirements to take the Dental Assisting National Board (DANB) Radiology Health and Safety (RHS) Examination.

Clinical Externship: As part of this Dental Assisting program, you will be eligible to participate in a 40 hour clinical externship.

Careers / Computers

Student Tuition: \$1,299 (Textbooks included)

Course Contact Hours: 60 hours

Clinical Externship Hours(optional): 40 hours

- 01 M/W Asynchronous
February 8 – April 5, 2021
- 02 M/W Asynchronous
April 12 – June 7, 2021

GOLD Certified Personal Trainer Course

WCE 117e **\$1,299**

Register online for this course by visiting
tinyurl.com/bhccmass

Become a nationally Certified Personal Trainer!

The W.I.T.S. online personal trainer course is a SELF-PACED program with short, impactful online videos to be a successful personal trainer in the fitness industry. The lessons will help you with key core topics to learn how the body functions under the stresses of exercise. Learn exercise physiology, kinesiology, nutrition and more. The essential practical skills are packed with insightful drills that you can duplicate to master the skill set. This course is loaded with practice quizzes, discussion boards and much more. We have included incredible veteran fitness mentors to help your successful outcome. Our supplemental internship programs walks you into some great job opportunities. Your test vouchers for the NCCA Accreditation national exams are included and a must for employers.

Course Material: The tuition does not include the course manual, which costs about \$115. You may purchase the manual either e-Book or physical copy through W.I.T.S. This is a six-weekend online course with an online exam for an initial Certificate of Completion with the bonus seventh weekend being the national certification exam.

Visit bhcc.edu/certifiedpersonaltrainer for more details and book ordering instructions.

Special Note: This course has an optional bonus 1 day weekend review. A teacher who is a Certified Personal Trainer will role play all of the practical skill drills so you master the knowledge in working with clients.

- 01 S 9 a.m.-4 p.m.
March 6 – April 3, 2021

COMPUTERS

Need training on MS Word, MS Excel, MS Access, or the entire Microsoft Office 2019 Suite? Please visit ed2go.com/bunkerhill/.

You will find a combination of self-paced and instructor led courses.

BARTENDING CLASSES

Workforce Highlight: In partnership with DrinkMaster Bartending School, Bunker Hill Community College (BHCC) now offers unique and exciting classes in "Hands-on Bartending", "Craft Cocktails", and "TiPS Alcohol Liability Certification". Learn the skills to become a successful bartender in an authentic environment, on both sides of the bar!

All class sessions will be conducted in a simulated bar environment at DrinkMaster Bartending School, located at 45 Bromfield Street in Boston, near Park St. and Downtown Crossing T-station.

If you ever miss a class you are always entitled to make it up.

Hands-on Bartending

WCE-301e **\$289**

(+ Bartending manual:
\$10–students will buy on the first day of class)

Designed for anyone interested in getting a bartending job. No prior experience necessary. Students get hands-on training by industry experts in an authentic, simulated bar set-up environment. Hands-on training behind an authentic bar provides students with a solid foundation of practical knowledge and skills required to start working in the industry. This course is also popular for hospitality majors and industry managers who become more effective at hiring and managing in any establishment serving alcohol.

With your fellow learners, you will mix drinks on your first day! Topics include BAR Orientation, Tools of the Trade, Accuracy Pouring, Cocktail Preparation, Multi Liquor Drinks, Art of Shaking, Mixing Techniques, Craft Cocktail techniques, Loss prevention, Quality Control, Beer and Wine Knowledge, and Unlimited Job Coaching Workshops. NO PRIOR EXPERIENCE NECESSARY. 18 is the age required to take our bartending program and the age required by most states to bartend.

- | | | | |
|-----|------------|----------------|--------------------|
| 01 | M/T/W/Th/F | 10 a.m.-2 p.m. | Jan. 25 – 29, 2021 |
| 02 | S/Su | 10 a.m.-3 p.m. | Feb. 20 – 27, 2021 |
| F03 | M/T/W/Th/F | 6-10 p.m. | Mar. 22 – 26, 2021 |
| F04 | S/Su | 10 a.m.-3 p.m. | May 15 – 23, 2021 |

TiPS Alcohol Liability Certification

WCE-302E **\$80**

(+TiPS manual:
\$17–students will buy on the first day of class)

If you are a bartender, barback, server, or bar manager in the state of Massachusetts, this program is for you. The TiPS Alcohol Certification

Course is mandated for servers and sellers of alcohol by most employers, cities, and insurance carriers in the state of Massachusetts. TiPS Alcohol Training Course is approved in All 50 States. This course will help reduce liability risk exposure.

The one-day training program is designed to prevent intoxication, underage drinking, and drunk driving. TiPS teaches strategies that ensure responsible alcohol service and consumption. Topics include legal, alcohol, and intervention information and how to apply them to real-life scenarios through practical application exercises. At the end of this session, you'll take the TIPS certification exam and, upon passing, receive your certification card in the mail. TiPS Certification must be renewed every 3 years.

01	T	2-6 p.m.	Jan. 19, 2021
02	Sa	3-7 p.m.	Feb. 13, 2021
03	T	2-6 p.m.	Mar. 16, 2021
04	Sa	3-7 p.m.	May 8, 2021

**COMBO Package
(TiPS + Hands-on Bartending Class)**

WCE-303e \$345

(+ manuals \$27–students will buy on the first day of class)

01	T	2-6 p.m.	Jan. 19, 2021
	M/T/W/Th/F	10 a.m.-2 p.m.	Jan. 25 – 29, 2021
02	S	3-7 p.m.	Feb. 13, 2021
	S/Su	10 a.m.-3 p.m.	Feb. 20 – 27, 2021
03	T	2-6 p.m.	Mar. 16, 2021
	M/T/W/Th/F	6-10 p.m.	Mar. 22 – 26, 2021
04	S	3-7 p.m.	May 8, 2021
	S/Su	10 a.m.-3 p.m.	May 15 – 23, 2021

Craft Cocktails & Mixology Class

WCE-304E \$120

(+ materials fee of \$10 will need to be paid in class)

The Craft Cocktails & Mixology Class is an entertaining, hands-on demonstration and coaching of techniques to prepare flavorful, well-balanced craft cocktails. Includes cocktail tastings and appetizers. You will be behind the bar preparing and tasting your own craft cocktails. The cocktails class is perfect for couples, cocktail enthusiasts, and home bartenders. Must be 21 years and older.

01	S	6-9 p.m.	Jan. 30, 2021
02	S	6-9 p.m.	Feb. 22, 2021
03	S	6-9 p.m.	Apr. 10, 2021
04	S	6-9 p.m.	May 22, 2021

THE LANGUAGE INSTITUTE

English as a Second Language

Basic English Language Learning (BELL)

These BELL offerings are non-credit courses intended for students with limited knowledge of the English language who wish to advance to Academic ELL courses. Classes prepare English learners for college classes, the boardroom or life in the community. If your goal is to earn a certificate or degree at Bunker Hill Community College, advance at work or just start to improve your English skills, the BELL program is for you. Before registering, students must first take a placement test with a Workforce staff member.

Basic Language Literacy

BLL-001e \$389

This introductory course is for non-native speakers who want to begin learning English.

M1	M/W	6-7:50 p.m.
S1	S	8:15-11:55 a.m.
Feb. 1 – May 22, 2021		

Basic English Language Learning

BEL-001e \$389

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

01	T/Th	8-9:50 a.m.
02	F	8-11:40 a.m.
03	M/W	11 a.m.-12:50 p.m.
M1	MW	6-7:50 p.m.
S1	S	8:15-11:55 a.m.
T1	T	6-9:40 p.m.

Feb. 1 – May 22, 2021

Basic English Language Learning 2

BEL-002e \$389

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

01	M/W	8-9:50 a.m.
02	M/W	11 a.m.-12:50 p.m.
03	T/Th	11 a.m.-12:50 p.m.
04	F	8-11:40 a.m.
M1	M/W	6-7:50 p.m.
S1	S	8-11:40 a.m.

English for Au Pairs

S2 S 12-3:40 p.m.

T1 T 6-9:40 p.m.

Feb. 1 – May 22, 2021

Basic English Language Learning 3 BEL-003e \$389

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

01 M/W 8-9:50 a.m.

02 T/Th 8-9:50 a.m.

03 F 11:30 a.m.-3:10 p.m.

04 M/W 1-2:50 p.m.

M1 M/W 6-7:50 p.m.

S1 S 8-11:40 a.m.

S2 S 12-3:40 p.m.

SU Su 12-3:40 p.m.

T1 T/Th 6-7:50 p.m.

T2 T 6-9:40 p.m.

Feb. 1 – May 22, 2021

Basic English Language Learning 4 BEL-004e \$389

(Not required for entrance into Academic ELL)

In BEL-004, students will continue developing the primary skills they learned in BEL-001 through BEL-003. We will strengthen writing skills using techniques such as writing multiple drafts, revising, editing and proofreading. The course will prepare students to deliver oral presentations to large

groups using visual aids, secondary sources and level-appropriate vocabulary. Students will read articles, hold in-class discussions and debates, work in groups and write reflections in order to interact naturally in English.

This class offers considerable practice with pronunciation and accent modification.

01 T/Th 8-8:50 a.m.

M1 M/W 6-7:50 p.m.

S1 Sa 12-3:40 p.m.

Feb. 1 – May 22, 2021

INTENSIVE ENGLISH CLASSES

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

Schedule for Spring 2021

Intensive English courses are 20 hours per week for seven weeks. Weekday classes are held Tuesday – Friday, 9 a.m.–2 p.m. There are four levels offered every seven-week term, from Beginner (001) to High Intermediate (004). Before registering, you must take a placement test to determine which level is best for you. If you are interested in Intensive English classes, you should call 617-228-2009 or 617-228-2462 to schedule your placement test.

The cost of a seven-week class is \$1,115. Total hours 140 hrs for 7 weeks of program.

Term 1 January 19– March 5, 2021

Term 2 March 23 – May 7, 2021

WORKFORCE DEVELOPMENT HIGHLIGHT:

WE NEED YOU! THE GREATER BOSTON COMMUNITY NEEDS YOU!

Talented Instructors from Business, Industry and the Workforce

BHCC is a dynamic educational institution interested in finding the best and the brightest, to share your experience as a noncredit instructor, corporate trainer or adjunct instructor. Join our team and meet great students from the heart of the Greater Boston community who need your expertise and commitment to public education.

New workforce training programs in Marine Tech and Sewer and Water Infrastructure- Need qualified instructors now!

To learn more contact Kristen McKenna, Dean of Workforce and Economic Development, at kpmckenn@bhcc.edu or 617-228-2416

bhcc.edu/corporatetraining/workforus

**English Study for Au Pairs - Intermediate
AUP-003E \$639**

The goal of this intermediate level course is to introduce learners to a variety of real-world vocabulary and text in various print and audio media; to help them recognize explicit and implicit meaning and humor; and to train them to generate clear, accurate, well-structured speech and writing on everyday subjects suitable for an increasingly broader range of audiences and purposes.

- 01 S/Su 9 a.m.-3 p.m.
January 30 – March 14, 2020
- 02 S/Su 9 a.m.-3 p.m.
March 27 – May 9, 2021

**English Study for Au Pairs - High Intermediate
EMC-004E \$639**

In this high intermediate course, students, continuing as independent users of English, will be able to understand the main ideas of complex text on both concrete and abstract topics. They will be able to interact with a level of fluency that makes regular interaction with native speakers possible. Learners will also be able to produce clear, detailed text on a range of subjects.

- 01 S/Su 9 a.m.-3 p.m.
January 30 – March 14, 2020
- 02 S/Su 9 a.m.-3 p.m.
March 27 – May 9, 2021

(Note: Weekend Au Pair classes are also available to non-Au Pairs who wish to study English.)

**Au Pair Weekend --
Experience America Programs**

Description: Weekend courses are the perfect solution for working au pairs. We pack a lot into our courses so you can earn your hours in a short period of time. We also make it possible to take a course that fits into an au pair budget better than most schools. In each class, you will engage in exciting learning opportunities throughout that area with a combination of fun activities, community engagement, and field trips. Two programs are offered: Make A Difference and Explore Your City. For more information, visit bhcc.edu/ce/aupairweekendprogram.

Friday, March 12 – Sunday, March 14

Friday, March 12, 3:30-9 p.m.

Saturday, March 13, 9 am-4 p.m.

Sunday, March 14, 9 am-4 p.m.

Friday, May 7 – Sunday, May 9

Friday, May 7, 3:30-9 p.m.

Saturday, May 8, 9 a.m.-4 p.m.

Sunday, May 9, 9 a.m.-4 p.m.

NOTE: Although these are listed in the catalog, either one or both programs may not happen due to COVID-19 restrictions. Please email aupairweekend@bhcc.edu to get the latest update.

Spanish

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

The Language Institute at BHCC Division of Workforce and Economic Development is offering Beginning Spanish classes, designed for people with little or no background in the Spanish language, with a convenient weekend schedule.

Beginning Spanish I

LNG-400e \$245

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

- S1 S 12-3 p.m.
February 20 – April 3, 2021

Beginning Spanish II

LNG-400AE \$245

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

- S1 S 12-3 p.m.
April 17 - May 22, 2021

Begining French I

LNG-300E \$245

In this course, students will build the foundations of French language through speaking, reading, writing, and listening. The language will be taught in the context of French and Francophone cultures, and will give students the confidence to interact with French speakers in their future endeavors. Students will gain basic knowledge of the following grammatical areas, introduce themselves and others, ask questions in French, express the time and weather, recite the French alphabet and numbers through 100, give basic physical descriptions, and much more! No book purchase needed for this class.

- S1 S 9 a.m.-12 p.m.
February 20 - March 27, 2021

WORKFORCE HIGHLIGHT



Opportunities for Unemployed (Training Opportunities Program and MassHire)

- Students who are applying to receive an extension of unemployment benefits must be registered for college credits or approved training under the Training Opportunity Program (TOP) and should obtain an application by calling the TOP Unit at 617-626-5375. (This program was formally known as Section 30).
- For ITA (individual Training Accounts) and TAA (Trade Adjustment Assistance), please see our comprehensive list of approved training programs below and contact your local career MassHire center representative for details.
- To have your documents processed under the guidelines of Training Opportunity Program enrollment process, please email us at Division of Workforce and Economic Development, commed@bhcc.edu or mngan@bhcc.edu.
- Visit the MassHire Job Quest Training website and enter "BHCC" for your provider to see what programs are approved based on funding source.
- Career counselors at MassHire Career Centers can help you apply for an Individual Training Account (ITA), which provides financial support to job seekers who need occupational skills training to successfully re-enter the workforce. Eligible individuals choose from a pre-approved list of training courses, and tuition costs are paid directly out of the ITA. To find out if you are eligible for an ITA, please contact your local career MassHire center representative for details. If you qualify for the ITA, the agency will email BHCC the application, which will be completed by the college and sent back to the agency for approval. Once approved, BHCC will contact you to help you register for the course.

Training Opportunities Program (TOP)

The Training Opportunities Program (TOP) allows you to collect unemployment benefits while attending full-time, approved training for new job skills. If you need to acquire new skills to become re-employed, you may be eligible for the Training Opportunities Program (TOP). To participate in Training Opportunities Program (TOP), you must submit a completed application to the Department of Unemployment Assistance (DUA). If you meet the eligibility requirements, TOP allows DUA to waive your active work search. You will continue to receive your unemployment benefits while in DUA approved training. TOP will enable you to receive up to 26 weeks of additional benefits if your training extends beyond the duration of your initial unemployment claim. Please note that DUA does not fund your training costs.





NOVEDADES LABORALES



Oportunidades para desempleados (Programa de oportunidades de formación y MassHire)

- Los estudiantes que soliciten recibir una extensión de los beneficios de desempleo deben estar registrados para créditos universitarios o en alguna formación homologada bajo el Programa de Oportunidades de Formación (TOP) y deben obtener una solicitud llamando a la Unidad TOP al 617-626-5375. (Este programa se conocía oficialmente como Sección 30).
- Para ITA (cuentas de formación individual) y TAA (asistencia de ajuste comercial), por favor consulte a continuación nuestra lista completa de programas de formación homologados y comuníquese con su representante local del centro de recursos MassHire para obtener más información.
- Para que sus documentos se procesen de acuerdo con las pautas del proceso de inscripción del Programa de Oportunidades de Formación, por favor envíenos un correo electrónico a la División de Desarrollo Laboral y Económico, commed@bhcc.edu o mngan@bhcc.edu.
- Visite el sitio web de MassHire Job Quest Training e ingrese "BHCC" para que su proveedor de servicios vea qué programas están homologados según la fuente de financiación.
- Los asesores profesionales de MassHire Career Centers pueden ayudarle a solicitar una Cuenta de formación individual (ITA), que brinda apoyo financiero a los solicitantes de empleo que necesiten formación en habilidades ocupacionales para poder reintegrarse exitosamente en el mundo laboral. Las personas elegibles eligen de una lista prehomologada de cursos de formación, y los costos de matrícula se pagan directamente con cargo a ITA. Para saber si es elegible para una ITA, por favor comuníquese con su representante local del centro de recursos MassHire para obtener más información. Si califica para ITA, la agencia enviará la solicitud por correo electrónico a BHCC, que será completada por la universidad y enviada a la agencia para su aprobación. Una vez aprobado, BHCC se comunicará con usted para ayudarlo a inscribirse en el curso.

Programa de oportunidades de formación (TOP)

El Programa de Oportunidades de Formación (TOP) le permite cobrar beneficios por desempleo mientras asiste a tiempo completo a una formación homologada de nuevas habilidades laborales. Si necesita adquirir nuevas habilidades para poder volver a trabajar, puede ser elegible para el Programa de Oportunidades de Formación (TOP). Para participar en el Programa de Oportunidades de Formación (TOP), debe presentar una solicitud cumplimentada al Departamento de Subsidio de Desempleo (DUA). Si cumple con los requisitos de elegibilidad, TOP permite a DUA renunciar a su búsqueda activa de trabajo. Continuará recibiendo sus beneficios de desempleo mientras esté en la formación homologada de DUA. TOP le permitirá recibir hasta 26 semanas de beneficios adicionales si su formación se extiende más allá de la duración de su reclamo inicial de desempleo. Tenga en cuenta que DUA no financia los costos de formación.



AMAZON SMALL BUSINESS ACADEMY

Amazon has selected Bunker Hill Community College as one of the six initial colleges in the country to offer the Amazon Small Business Academy. The Amazon Small Business training opportunity will offer three affordable non-credit classes this spring for a total of 16 hours of instruction.

As customers are home complying with social distancing and stay-at-home orders, they are shopping online for supplies, entertainment, and lifestyle items now more than ever.

Highly interactive online classes will run Wednesday evenings via video conferencing platform, WebEx. Students from anywhere with internet access may take the course.

Small business owners will have the opportunity to learn strategies to build and grow their small

businesses. The classes will cover the fundamentals of online business strategies, marketing, merchandising, inventory management, and more. The pricing structure is as follows:

- Beginner Module - \$50
- Intermediate Module - \$75
- Advanced Module - \$75
- All three Modules together - \$189

Amazon Online Selling Full Course SBW-101E

Course Description: Small business owners will have the opportunity to learn strategies to build and grow their small businesses. Learn how selling online can fit into your larger business plan, the fundamentals of the full lifecycle of an online sale, and next level techniques for growing your online selling presence. As customers are home complying with social distancing and stay-at-home orders, they are shopping online for supplies, entertainment, and lifestyle items now more than ever. Demystify the online sales process and learn how to leverage to tools and best practices available with Amazon to add an online sales channel into your business. This live-interaction online course will allow you to learn from wherever you have internet access. Duration 16 hours. Location: Online Synchronous.

01 M 6 – 8 p.m.
March 1 – April 19, 2021

Amazon Online Selling Workshop-Beginner SBW-102E

Learn how selling online can fit into your larger business plan. Amazon's online selling workshop is for aspiring entrepreneurs and active business owners who want to learn how to step into a virtual selling strategy. You'll learn how selling online can become part of your overall business strategy, while learning about identifying your customer segment, and how to communicate your brand online. As customers are home complying with social distancing and stay-at-home orders, they are shopping online for supplies, entertainment, and lifestyle items now more than ever. Demystify the online sales process and learn how to leverage to tools and best practices available with Amazon to add an online sales channel into your business. This live-interaction online course will allow you to learn from wherever you have internet access. Duration: 4 Hours. Location: Online Synchronous.

01 M 6 – 8 p.m.
March 1 – 8, 2021

Google IT Support Certificate

Amazon Online Selling Workshop-Intermediate SBW-103E

Learn the fundamentals of the full lifecycle of an online sale. In Amazon's intermediate online selling workshop you'll learn techniques for writing a compelling listing, processing an order, options for warehousing and shipping, managing customer service and returns, and how to learn from customer reviews. As customers are home complying with social distancing and stay-at-home orders, they are shopping online for supplies, entertainment, and lifestyle items now more than ever. Demystify the online sales process and learn how to leverage to tools and best practices available with Amazon to add an online sales channel into your business. This live-interaction online course will allow you to learn from wherever you have internet access. Duration: 6 hours. Location: Online Synchronous.

01 M 6 – 8 p.m.

March 15 – 29, 2021

Amazon Online Selling Workshop-Advanced SBW-104E

Learn next level techniques for growing your online selling presence. The Advanced Amazon online selling workshop explores optional tools available to help build awareness of your brand including advertising, deals, and coupons. You'll also learn about pricing tools available and expanding into additional international geographies. As customers are home complying with social distancing and stay-at-home orders, they are shopping online for supplies, entertainment, and lifestyle items now more than ever. Demystify the online sales process and learn how to leverage to tools and best practices available with Amazon to add an online sales channel into your business. This live-interaction online course will allow you to learn from wherever you have internet access. Duration: 6 hours. Location: Online Synchronous.

01 M 6 – 8 p.m.

April 5 – 19, 2021



WORKFORCE HIGHLIGHT

Google IT Support Professional Certificate WBD-100E

\$1,899

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

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

The course is asynchronous allowing for a flexible schedule. The typical completion time is 3-5 months. On average, if a learner spends 8-10 hrs/ week, they can complete in six months. Of course, many factors create a variance here, especially if you have prior IT knowledge/experience. Through BHCC, students will have a faculty advisor for up to 2 hours per week and all the support services BHCC offer. Visit bhcc.edu/corporatetraining/googleitsupportprofessionalcertificate for more details.

If you are unemployed, career counselors at MassHire Career Centers can help you apply for an Individual

Training Account (ITA), which provides financial support to job seekers who need occupational skills training in order to successfully re-enter the workforce. Eligible individuals choose from a pre-approved list of training courses, and tuition costs are paid directly out of the ITA. To find out if you are eligible for an ITA, please contact your local career MassHire center representative for details. If you qualify for the ITA, the agency will email BHCC the application, which will be completed by the college and sent back to the agency for approval. Once approved, you will be contacted by BHCC to help you register for the course.

01 Asynchronous January 25 – April 26, 2021

CANNABIS INDUSTRY INFORMATION SESSION AND WORKSHOP

APRIL 5 – 19, 2021

BHCC is pleased to offer two opportunities to learn more about the cannabis industry in partnership with Patriot Care, which owns and operates

medical marijuana dispensaries in Boston, Lowell and Greenfield, MA, as well as a cultivation and manufacturing facility in Lowell.

FREE INFORMATION SESSIONS:

The Marijuana Industry in Greater Boston, March 24 and 31, 2021

This information session will serve as both an introduction to the cannabis industry and as a preview for a 2-day Cannabis Career Training workshop. Workshop topics will include:

- An overview of the marijuana industry and the issues it faces, both today and in the future
 - An analysis of current regulations in Massachusetts for medical and adult-use licenses
 - Considerations for participating in the industry (including the careers available and the requirements for each position)
 - Personal skills and attributes required for success
 - The unique challenges faced by an owner/operator in the industry

These info sessions are free and open to the public, but registration will be required.

2-Day Cannabis Career Training \$95

This two- days workshop will include tips and strategies for navigating your way into the new and fast-growing legal marijuana industry, whether you are interested in working for others or want to participate as an investor or owner. Workshop topics will include:

- An overview of the marijuana industry and the issues it faces, both today and in the future
 - An analysis of current regulations in MA for medical and adult-use licenses
 - Considerations for investing in and/or working in the industry (including the careers available and the requirements for each position)
 - An overview of capital requirements to compete in the industry
 - Personal skills and attributes required for success
 - The unique challenges faced by an owner/operator in this industry in areas such as banking, insurance, community and government relations

- A review of compliance and security considerations
 - Important factors for running a successful, licensed retail, cultivation and manufacturing operation

You'll learn how to:

- Develop the soft skills necessary to either work in a management role in the industry or network and meet with potential investors in your own business
 - Navigate and complete the license application process in Massachusetts
 - Meet with government officials and community groups to educate about your project
 - Put together a basic business plan

Workshop Part 1: Working in a cannabis dispensary

Workshop Part 2: Working in cannabis cultivation and processing.

Workshops will be held in April 2021, date TBD

Registration is required.

Bunker Hill Community College (BHCC) does not endorse the use of cannabis products or purchasing products from our partner companies. BHCC's intent is to provide a public service by providing information about an emerging career track.

ETHNOGRAPHIES OF WORK

Be on the lookout for an exciting approach to career exploration. Adapted from Guttman Community College, Ethnographies of Work (EoW) integrated courses at BHCC invite students to study work as a set of interconnected cultural systems. In EoW integrated courses, students investigate workplace sites using ethnographic methods such as observation, interview, mapping, and document analysis. As ethnographers, students have the opportunity to deeply investigate a range of

workplace norms, values, social hierarchies, and behavioral expectations. Through this lens, students further explore links between self, theory, and work. Students are encouraged to then explore links between broader concepts of work life, such as disruption, stereotyping, uncertainty, work myths, and diversity. Critical examination of personal, cultural, social, structural, and economic aspects of the work experience will support students as they contemplate their own career journeys.

This spring 2021 semester, EoW will be included in courses such as Sociology, Computer Science, Literature, Early Childhood Education, Criminal Justice, and Allied Health.

For more information please contact Denise Mytko at denise.mytko@bhcc.edu.

Online Courses in Six Weeks/ In-Demand Career Training Online Programs

Online Learning through BHCC's Content Partners

Professional Development and Job Training Programs

ED2GO ONLINE LEARNING

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, interactive and relevant. Our instructors support you throughout the curriculum.

Choose from our growing catalog of instructor-led, non-credit courses designed to teach you a new skill or refresh one.

Our Career Training Programs are designed to prepare you for a new career in an in-demand field.

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

The following course descriptions are a sampling of the more popular online offerings.

For more information and to register, visit ed2go.com/bunkerhill



Online Courses in Six Weeks

The following course descriptions are a sampling of the more popular online offerings. For more information and to register, visit ed2go.com/bunkerhill

A to Z Grant Writing \$115

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns and prepare proposals.

Computer Skills for the Workplace \$115

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Creating WordPress Websites \$115

Discover how to easily create blogs and websites with the popular free WordPress platform.

Designing Effective Websites \$115

Learn powerful graphic design techniques and build websites that are both attractive and effective.

Discover Sign Language \$115

Discover the fun of learning sign language and using your hands to communicate with deaf people.

Effective Business Writing \$115

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Grammar Refresher \$115

Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course.

Human Anatomy and Physiology \$115

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Medical Terminology: A Word Association Approach \$115

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Speed Spanish \$115

Learn six easy recipes to glue Spanish words together into

sentences, and you'll be engaging in conversational Spanish in no time.

Using Social Media in Business \$115

Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest and Google+—to grow and promote your business.

In-Demand Career Training Online Programs

Prepare for employment in some of today's hottest careers with a comprehensive, affordable and self-paced online career training program. You can begin these programs at any time and learn at your own pace.

Microsoft Office Specialist 2019 (MOS) Certification Training (Voucher included) \$2,495

This course prepares you for the Microsoft Office Specialist (MOS) 2019 certification exams for Word, Excel, PowerPoint, Access, and Outlook. By course completion, you

Online Professional Development Bundles

will be fully prepared for the MOS certification exams.

AutoCAD 2018 w/ AutoCAD 3D (Voucher included) \$3,295

You will learn basic and advanced 2D and 3D functionalities for AutoCAD 2018. You will also acquire all the necessary tools to prepare for the Autodesk AutoCAD 2018 Certified Professional Exam.

Corporate Event Planner \$995

Become a corporate event planner! This course provides a detailed guideline that prepares individuals to become successful event planners in the business world.

Freight Broker/Agent Training \$1,895

Prepare to enter the freight/logistics industry. This program will provide the foundation to start your own freight broker business or become a freight agent.

Information Security Training (Vouchers Included) \$3,295

This training program covers all crucial areas of security including network security, cloud security, database security and even project management security procedures.

Java Programmer \$995

Learn Java programming in this training program that covers fundamental Java syntax elements and more advanced concepts.

Mobile and Desktop Web Developer \$2,995

Students who successfully complete this career course will have a solid background in all the latest technologies associated with web development for both desktop and mobile environments. At the end of the program, students will be able to build traditional and mobile websites.

Oracle SQL and PL/SQL + Python Developer + Java Programmer \$2,595

Master Oracle Programming in this combined online training. As the perfect starting point for those wanting to learn SQL, PL/SQL, Java and Python programming, this program will teach you everything from the basics to advanced practices.

SSCP Systems Security Certified Practitioner (Voucher Included) \$1,795

This training program is an ideal course for individuals interested in advancing their knowledge of information and systems security

Accounting Fundamental Series \$199

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

Writing and Editing Value Suite \$299

Brush up on your grammar, writing and editing skills with this discounted bundle of online courses!

Photography Suite \$299

Learn everything from photography fundamentals to advanced portrait techniques to progress your photography hobby or turn it into a business.

Leadership Suite \$395

Leading a team requires a unique ability to manage teams, make decisions and work with a variety of personalities. Learn what you need to know to master all of these skills in the Leadership Suite.

Supervision and Management Series \$199

Whether you're new to managing employees or a seasoned pro, these courses will help you brush up on your leadership and interpersonal communication skills so you are better prepared to lead your team to success.

Microsoft Excel 2019/Office 365 Series \$324

Learn to use basic, intermediate and advanced features of MS Excel 2016.

Microsoft Office 2019/365 Value Suite \$324

Learn to use the basic features of Microsoft Word 2019, Microsoft Excel 2019 and Microsoft PowerPoint 2019, the three fundamental software programs used most in educational and professional settings.

SQL Series \$199

SQL is one of the most requested skills from today's data-driven employers. Learn the coding language in these easy to follow online courses.

Java Programming Series \$199

If you want to learn computer programming but don't have any prior experience, you'll enjoy a tour of Java, one of the most widely used computer languages in the world.

Educator's Fundamentals Series \$299

Whether you're a new teacher or a seasoned veteran, these fundamental courses will help you gain control of your classroom and more effectively teach all types of learners.



Parking Permits

Student parking is available in lots 1 and 2 on the Charlestown Campus, seven (7) days per week, from 6 a.m.–11 p.m. These lots are owned by the City of Boston and managed by ABM Parking Services. A valid parking permit or payment through the ParkMobile App is required.

ABM, the company in charge of Student Permits in Parking Lots 1 and 2, has provided instructions on how students can purchase their parking permits for the Spring 2021 Semester.

Daily Rate \$10 – Park Mobile App (Zone # 5850, Zone Bunker Hill Community College)
or call 877-727-5717 to make the payment/semester rate for Spring 2021 is \$ 60.

Rates are subject to change.

There is no student parking at the H-Building. Students must park at the Charlestown Campus and take the shuttle to the H-Building.

Bunker Hill Community College is not responsible for any damages and/or theft of any vehicle.

For more information on parking permits or how to purchase a pass please visit bhcc.edu/parking
For any questions or concerns, call ABM at 617-482-2487 or see the parking lot attendant.

Cancellation and 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 refund, minus a 3% service fee. No refunds will be given after that time. The college may cancel a class due to low enrollment. Students will be notified 24 – 48 hours in advance and get full refund. If a student has paid by credit card, refunds will automatically be credited to the same credit card. Due to COVID-19, adjustments to the refund policy may be made on a case-by-case basis. Please contact the division at Commed@bhcc.edu for more information.

Student Benefits

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

- WiFi Access
- Library
- Academic Computer Lab
- Fitness Center
- Student Clubs
- Language Lab

Accessing College WiFi

To access WiFi on campus, you will need to first enroll in password management. Go to spr.bhcc.edu and click "Enroll in Password Reset Tool". Your temporary password is the last six digits of your BHCC student ID number. Your user name is the first half of your BHCC email, minus the tail, @bhcc.edu. As a student, you will not be able to access campus WiFi using the BHCC-Visitor. To obtain your username and temporary password, you may contact the Student Technical Support line at 617-228-3441. Once you have completed the password set up, you will be able to access the school's WiFi using your username and password.

Get Your BHCC Student ID Card

You may obtain your BHCC Photo ID card at the BHCC ID station at Student Central in the B-Building lobby (Room B201B – ID Station Hours M–Th 8:30 a.m.–5 p.m., Fr 11 a.m.–3:30 p.m.) and bring the following:

- A printout of your registration or class schedule
- A photo ID. Forms of ID that are acceptable are:
 - University, College or School ID cards from other educational institutions
 - Government-issued ID
 - Company-issued ID
 - Native Tribal ID
 - Temporary state ID
 - Driver's permit

Student Central contacts: Charlestown Campus, Second Floor, B-Building Lobby,
Email: StudentCentral@bhcc.edu,
Phone: 617-228-2370.

Emergency Policy

The college may cancel classes due to emergency situations. All students should sign up to BHCC Emergency Alerts to obtain info about class cancellations and any other news.

bhcc.edu/alertsignup



imagine the possibilities

Workforce and Community Education

Division of Workforce and Economic Development

Charlestown Campus

H-Building, Room H109

Phone: 617-228-2462

Fax: 617-228-2080

Email: commed@bhcc.edu

bhcc.edu/workforce

bhcc.edu/ce

Connect with us!

@BHCCBoston



Charlestown Campus | 250 New Rutherford Avenue, Boston, MA 02129 | 617-228-2000

Chelsea Campus | 70 Everett Avenue, Chelsea, MA 02150 | 617-228-2101

Charlestown | Chelsea | Chinatown | East Boston | Everett | Malden | Quincy | South End | Online

AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY

Bunker Hill Community College does not discriminate on the basis of race, creed, religion, color, gender, sexual orientation, gender identity, age, disability, genetic information, maternity leave status, criminal record or national origin in its educational programs or in admission to, access to, treatment in or employment in its programs or activities as required by Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; and Section 504, Rehabilitation Act of 1973 and regulations promulgated thereunder.