Bunker Hill Community College
imagine the possibilities

THE DIVISION OF WORKFORCE AND ECONOMIC DEVELOPMENT

Workforce and Community Education Catalog

TRIUMVIRATE & BHCC PARTNERSHIP

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

FALL HIGHLIGHTS

Bunker Hill Community College
Workforce and Community Education

The Workforce and Community Education courses, offered through the Division of Workforce and Economic Development at Bunker Hill Community College, features credit and non-credit courses—online or In-person—for individuals or for employers. A range of employer services are available for more information:

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

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

Courses are offered for all levels of experience, from Basic English Language Learning (BELL) to Test of English as a Foreign Language (TOEFL); from High School Equivalency Standardized Test (HiSET) to Project Management Professional (PMP) exam prep.

Whether you need to improve your language skills to prepare for college or a career, stay current with the latest technology or want to explore something entirely new, Workforce and Community Education courses can help you achieve your personal and professional goals.

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/cce-catalog. 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 of the areas covered in this catalog and more. Contact us for more 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
- Entrepreneurship and Small Business Support
- Adult Education and Transitions to College
- Language Institute-Intensive English, BELL and Foreign Languages.

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

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.
7. Create a user account.
8. 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 located on the second floor B-Building in the Main Campus using the red stand-alone kiosks or at the Division of Workforce and Economic Development office located at the Chelsea Campus, 70 Everett Avenue Chelsea, MA 02150.

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.

Mission of Bunker Hill Community College

Bunker Hill Community College serves as an educational and economic asset for the Commonwealth of Massachusetts by offering associate degrees and certificate programs that prepare students for further education and fulfilling

careers. Our students reflect our diverse local and global community and the College integrates the strengths of many cultures, age groups, lifestyles and learning styles into the life of the institution. The College provides inclusive and affordable access to higher education, supports the success of all students and forges vibrant partnerships and pathways with educational institutions, community organizations and local businesses and industries.

Vision of Bunker Hill Community College

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

BHCC Institutional Values

Bunker Hill Community College Trustees, Faculty, Staff and Students embody the highest academic and institutional integrity through their commitment to:
- Access and Success
- Excellence and Innovation
- Economic and Social Justice
- Inclusiveness and Equity
- Civic Engagement and Service
- Kindness and Respect
- Accountability and Transparency

The Mission of the Division of Workforce and Economic Development

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

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

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IMPORTANT ANNOUNCEMENT

Vaccination is required for all Fall 2022 on-campus classes and for any student coming to campus to access services. Compliance with the COVID-19 vaccination policy including proof of full vaccination or approved reasonable accommodation is required to enter all BHCC buildings.

Students registering for community education, workforce, and continuing education classes will need to submit proof of vaccination or a negative COVID-19 test through the Elevate registration process.

For more information please visit: bhcc.edu/covidvaccines

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

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

Synchronous: You will learn online with your instructor and classmates on a specific date and time each week at the same virtual location such as on WebEx, Zoom or other video platforms. You can ask questions in real time and meet virtually face-to-face.

Asynchronous: You will not meet with your instructor and classmates at a specific date and time each week. You will develop your own schedule and follow the course syllabus that outlines all assignment due dates.

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

Fall 2022 Course Delivery Information

Course Delivery	Meeting Type	Description
No On-Campus Classes		
Remote & Synchronous	Video-Conference Meetings	This class will not meet face-to-face on campus. It will meet remotely during the scheduled times listed. Course materials will be online
Remote & Asynchronous	Optional Video-Conference Meetings	This class will not meet face-to-face on campus or remotely. Students will complete coursework according to the syllabus provided by the instructor. Course materials will be online.
Hybrid & Remote	Video-Conference Meetings	This class will not meet face-to-face on campus. It will meet remotely online during the scheduled times listed. In addition to remote class meetings, students will complete coursework according to the syllabus provided by the instructor.
Web	No Meetings	This class will not meet face-to-face on campus or remotely at a scheduled time. Students will complete coursework according to the syllabus provided by the instructor. Course materials will be online.
Some On Campus Class Time Face-to-Face		
Lecture & Remote	On Campus & Video-Conference Meetings	This class will meet face-to-face on campus and will also meet remotely during the scheduled times listed. Course materials will be online.
Lab & Remote	On Campus Lab & Video-Conference Meetings	This class will meet face-to-face on campus for lab and remotely for lecture during the scheduled times listed. Course materials will be online. Students should come to campus prepared for lab work.
Hybrid	Partial On Campus	This class will meet face-to-face on campus during the scheduled times listed. In addition to class meetings, students will participate in coursework independently.

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", click "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 populate. Click "Find Materials for 1 Course(s)". Select New or Used. Your book will be mailed to you. Shipping charges apply after COVID-19 restrictions are 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

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 successfully complete college courses and receive six college program credits.

The Adult Education Program

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

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

Transitions to College Program

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

Classes taken the first semester:

Fall semester courses (up to 9 credits):

• HUM 120-TC - Self, Culture and Society (3 credits)

• CIT-110-TC Computer Applications and Concepts (3 credits)

Spring semester courses (up to 9 credits):

• Students are encouraged to take courses in their program of study {major} or prerequisites for higher level courses.

• Students will receive vouchers that will pay for 2 classes of their choice

Summer Semester: (up to 9 credits)

• Optional (If needed): Math course, MAT093, Foundations of Mathematics (3 credits)

• Optional (If needed): Integrated course, ELL102 or ELL103 (6 credits)

Register now!

TEST PREPARATION

Test of English as a Foreign Language (TOEFL®) Preparation
TFL-101E $419

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

Total hours: 40

F01	T/Th	6-8:30 p.m.	Remote & Synchronous
		Oct. 27–Dec. 22, 2022	

High School Equivalency Test Preparation (HiSET®, formerly GED®)
GED-104AE $325

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

FS1	Sa	9-1 p.m.	Remote & Synchronous
		Oct. 8–Dec. 17, 2022	
FT1	T-TH	6-8:30 p.m.	Remote & Synchronous
		Aug. 30–Oct. 20, 2022	

Society for Human Resource Management (SHRM) Learning System®–Certified Professional (SHRM-CP™) and Senior Certified Professional (SHRM-SCP™) Certification Preparation
BSN-124E $719
(+ book price estimated $667)

Designed by global subject matter experts, this course covers the entire SHRM Body of Competency and Knowledge™ (SHRM BoCK™) which encourages human resource professionals to acquire the competencies and knowledge they will need to perform their jobs effectively and be successful in their careers. Learn to retain study materials effectively and efficiently through a combination of expert instruction and peer discussion. This course prepares HR professionals to take either the SHRM-CP or SHRM-SCP exam. Tuition does not include the book, which must be purchased from the college bookstore separately. The book cost is $667. The book is tied to the SHRM LS license so you must purchase the book. Study materials including comprehensive learning modules in print and e-reader formats and advanced online resources are included in the course fee.

FS1	S	9 a.m.-12 p.m.	
		Sept. 24–Dec. 17, 2022	
FT1	T/TH	6 p.m.-7:30 p.m.	
		Sept. 13–Dec. 6, 2022	

"You might not remember me, but I attended your SHRM prep class in the fall of 2019 at Bunker Hill and I received my SHRM-CP certification in January 2020. I just wanted to say thank you for all that you taught and for all of your help. I was promoted to Associate Director as of yesterday and it was in part due to me receiving my SHRM certification. I know

WORKFORCE HIGHLIGHT

TRIUMVIRATE & BHCC PARTNERSHIP

Earn a tuition-free associate degree at your own pace while working for a great company through BHCC's degree partnership with Triumvirate Environmental.

Triumvirate Environmental Inc. provides sustainable environmental solutions to leading companies in the Life Sciences, Healthcare, Education, and Industrial markets. Their highly trained experts help organizations reduce waste, save money, stay safe and compliant, manage risk, and protect their reputation.

Seize the opportunity – job benefits and an education!

If selected, students will begin working at Triumvirate in a full-time 40-hour per week job with full benefits at a competitive hiring rate of $18+ an hour (depending on prior experience).

Students will also receive:

- Additional on-the-job training with the opportunity to advance in your career within the company.

- Free college tuition to earn your associate degree (a $13,700 value) while employed. Pick any program of study you would like, but if you like the work, we recommend the Associate in Science (A.S.) in Environmental Science, but it depends on the career pathway you want. If you are interested in the business side of the work, you might want to consider a business degree, but if you are unsure, an Associate in Arts (A.A.) in liberal arts is also an option.

- Students are asked to stay employed at Triumvirate for a minimum of four years or until their college degree is done. You can attend classes part-time and move as quickly or slowly as you want.

There are two options for entry- level positions:
- Material Handler
- Environmental Technician

I had to do my part in studying, but I am extremely grateful for the opportunity to be part of your class and all that I learned in such a short period of time. Keep up the good work." – Maria Galarza, Associate Director, Facilities HR

SHRM Essentials of HR Management
BSN-124AE　　　　　　　　　　**$465**
(+ book price estimated $327)

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. As part of the tuition, each participant receives a reference book during the first class. Additionally, participants receive access to online tools to support their studies.

The 15-hour SHRM Essentials of HR Management is ideal for entrepreneurs, small business owners, and office managers who also perform HR tasks. Tuition does not include the book, which must be purchased separately from the college bookstore. The cost is about $327. The book is tied to a license so you must purchase this book.

FH1　W　　6-9 p.m.
　　　　　　Oct. 5–Nov. 2, 2022

"The SHRM Learning Class has been an incredibly beneficial experience. From the beginning, of the experience working with Jack Chan to enroll, Bunker Hill has been superb. Kathleen Enright is a fantastic teacher and has made learning exciting and pleasurable. She provides keen insight into the industry and offers a wealth of assistance on how to prepare for SHRM Certification. I highly

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

recommend the class to anyone in HR, thinking of HR or for those interested in business management. It is like a mini-MBA. Kudos to Bunker Hill for putting this together. " – Gary D. Alexander VP for Administration and Finance Hellenic College, Brookline, MA.

The Learning System for PMP Exam Preparation
BSN-126E $839

(+ book price estimated $530)

Looking to earning the most sought-after credential in the global project management profession? Then enroll in our PMP exam preparation course. The Project Management Professional (PMP)® review course includes premium quality study materials that align with PMP. BOK® Guide–Sixth Edition and prepare you for the updated PMP exam. This course meets PMPI's 35 contact hour PMP Exam requirement. Our course will help you learn faster, retain more knowledge and stay on track for success on the PMP exam. Tuition does not include the book, which must be purchased separately from the college bookstore. The cost is about $530. The book is tied to a license so you must purchase this book.

FS1   S   9 a.m.-12 p.m.
            Sept. 24–Dec. 17, 2022

PROJECT MANAGEMENT

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

Project Success Method – Methodology

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

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

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

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

The Project Success Method requires no project management or Agile experience, no software tools, and no templates. The Project Success Method can be used in any business application and any project scenario. The Project Success Methodology is neither simply "academic" nor

"theory"; it provides the most effective and efficient real-world process for developing, ensuring, and maintaining a consistency in approach within project teams

Project Success Methodology
PSM-100E $1,495

F1   T/W   8 a.m.-5:30 p.m.
              Remote & Synchronous, PSI Instuctor
              Nov. 8–Nov. 9, 2022

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

The Project Success Method Toolkit for Microsoft Project Class

The Project Success Toolkit is a proprietary add-on for Microsoft Project 2013/2016/2019 that augments the core functionality of Microsoft Project. Over 6200 users around the world including many in the world's best-known companies are using the Toolkit to more efficiently and effectively manage their projects. The Toolkit enhances the scheduling functionality of Microsoft Project and allows the user to follow the Project Success Method by enabling critical path and duration-based scheduling. Additional functionality unavailable in standard copies of Microsoft Project is listed below. This program is designed for prospective users of Microsoft Project.

Prerequisites: Project Success Method Class strongly recommended.

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

Software: Currently the class supports Microsoft Project 2013, 2016 and 2019 versions

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

F1   TH   8 a.m.-5 p.m.
             Remote & Synchronous, PSI Instuctor
             Nov. 10, 2022

View Fall schedule of classes on bhcc.edu/cce-catalog

Test of Essential Academic Skills® (TEAS) Prep for Reading and Grammar
TRG-101E $189

(+ book price $42-$60)

This course focuses on the reading and grammar component of the Assessment Testing Institute® (ATI) TEAS® exam. Tuition does not include the book, which must be purchased separately from

the college bookstore. Book Title: ATI TEAS Secrets Study Guide by Mometrix Test Preparation

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

SU01   T   6-9 p.m.   Remote & Synchronous
                June 28–Aug.2, 2022

Test of Essential Academic Skills® (TEAS) Prep for Math and Science
TSG-101E   **$189**
(+ book price $42-$60)
(six sessions at 3 hours each. Total Hours: 18)

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

F01   T   6-9 p.m.   Remote & Synchronous
                Sept. 6–Oct. 11, 2022

FS1   T   6-9 p.m.   Remote & Synchronous
                Oct. 18–Nov. 22, 2022

TECHNOLOGY AND CAREERS

Cybersecurity Training Certificate
If you are interested in a career in Cybersecurity, this program is for you. To determine if you qualify, please review the prerequisite requirement section below. You may not enroll in the program until you have submitted the required information.

There are two main courses in the program:

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

This course requires a textbook, which can be purchased at the publisher's website. As soon as you have registered for the course, you will buy the book: https://nostarch.com/packetanalysis3.

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

This course includes the following tasks:

- Analyze a remote intrusion attempt
- A security operations center analyst has seen evidence of a password cracking attempt within a key network. Students analyze a packet capture file and event logs within a security information and event management system (the Splunk SIEM) to determine if any passwords were compromised and if the network was breached as a result.
- Investigate an incident using a SIEM
- Students analyze a possible "watering hole" attack in which clicking on a malicious link embedded in an otherwise legitimate website launches an exploit kit that infects a user's machine with a "banking trojan."
- Compile indicators of compromise to guide forensic analysis
- Students use a "hash" of a possible malware-containing file to conduct research using VirusTotal, online sandboxes, and open source intelligence sources to determine specific indicators of compromise to guide forensic analysis of memory and file system images of infected devices.
- Examine a compromised host's memory
- Students perform a forensic examination of a memory image taken from a computer to identify sophisticated malware that infected the system.
- Conduct a forensic disk examination
- Students perform disk forensics on an infected system. By analyzing an image of the computer's file system, the students are able to identify malware infections and to create a timeline for the attack.
- Close your investigation
- Students are asked to conclude their investigation by compiling a timeline for the attack and writing a comprehensive report for technical and non-technical stakeholders.

Upon successful completion of the two courses, you will separately enroll in Udemy's 21-hour CompTIA Security course, which includes the SY0-601 exam. You will also purchase the full-length CompTIA Security+ (SY0-601) Practice Exams. Combined, your purchase of both the course and practice exams from Udemy will be about $40.00*.

*Please note: Prices are subject to change and BHCC has no control of the tuition cost charged by Udemy.

Udemy is a global teaching and learning platform that provides online video courses. You must continue your learning through Udemy immediately after successfully completing your 18-week training. The program's cybersecurity mentors will support you as you work through the Udemy course. In total, you are looking at 24 weeks, or six months, to complete the training and be ready to sit for the national exam. Once you pass the CompTIA Security exam, you will earn your industry-recognized credential. Links to Purchase the Supplementary Training Through Udemy Upon Completion of the 18-Week Cybersecurity Training Certificate: CompTIA Security+ (SY0-601 exam) https://www.udemy.com/course/securityplus/ CompTIA Security+ (SY0-601) Practice Exams & Simulated PBQs https://www.udemy.com/course/security-601-exams/

Cyber Attack and Defense:
Immediate Immersion
NON-108E $1,599
(+ book price estimated $50)

N01FA	M	Hybrid (Combination of self-study and instructor-led, remote)
		Sept. 8 - Oct. 20, 2022

Google IT Support Professional Certificate
WBD-100E $1899

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

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

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

If you are unemployed, you could be eligible for free tuition. This program is TOP, MassHire eligible.

WORKFORCE HIGHLIGHT

BHCC ENTERPRISE CENTER FOR ENTREPRENEURSHIP AND TRAINING (ECET) – COMING IN SEPTEMBER

BHCC Enterprise Center for Entrepreneurship and Training (ECET) will support residents and small diverse businesses in Chelsea, Everett and adjacent communities. The ECET will provide business guidance, assistance in multiple languages with online consultation, and workshops to address talent recruitment and innovation planning.

Small businesses make up most of the area's economic base, but they have been devastated by COVID-19, especially the small business in communities of color. The Center will provide much needed small business guidance and assistance in multiple languages through online consultation, workshops to address talent recruitment, career readiness, business planning, and innovation planning.

The Center for Entrepreneurship evolved out of Small Business needs assessment by the Metropolitan Area Planning Council. A comprehensive analysis of the

existing conditions as well as a demographic review was conducted. Based on recommendations from the assessment, BHCC will develop the center to connect and support the supply and demand cycle of the workforce. The BHCC Center for Entrepreneurship and Training is targeted to communities most acutely impacted by COVID-19. Supporting the needs of small businesses is an essential investment for the recovery and revitalization of these communities. The ECET is designed to support diverse small businesses, laid off and underemployed community members by connecting them to training and to each other. It's critical for small businesses to find the dedicated employees they need to recover and grow their businesses. Workshops will be tailored to small business and community needs to provide assistance with technology, online consultation, and non-credit and credit training.

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

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WORKFORCE HIGHLIGHT

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MARINE TECHNOLOGY PROGRAM

BHCC is pleased to announce its partnership with Mass Marine Trades Association, Mercury Marine University and local employer Boston Boat Works to pilot a program for marine technician/mechanic program to meet the demands of the MA boating industry. Marine Technicians earn an average wage of $35,000-40,000 per year with a growth potential of five percent across the state.

Tuition: $900* for this first cohort.

*MMTA will pay 50% of the course fee for students who are Massachusetts residents, reducing the cost down to $450.

The program is hybrid with in–person classroom instruction, remote synchronous, asynchronous instruction and onsite technical instruction.

This program is for entry-level participants with little or no experience in the field. Previous experience is desirable but not necessary. Interested participants should have a high school diploma/equivalent or 1-3 years experience in the field.

A TOP applicant must dedicate up to 20 hours per week studying in the program (self-study + instructor-led).

F01   M   6-8:30 p.m. (instructor-led portion) Hybrid
Oct. 3, 2022–Jan. 30, 2023

IT Support Technician Certificate
This program consists of two parts and they have to be taken together to get the badge Certification.

NON-500E: Part 1 – Cisco Networking
$ 649.50

Cisco Networking introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum.

F01   T/TH   1-3 p.m.   Remote
Nov. 1 – Dec. 15, 2022

NON-501E: Part 2 – Comp TIA A Plus
$ 649.50

This course provides an excellent, interactive exposure to personal computers, hardware, and operating systems. Students participate in hands-on activities and lab-based learning to become familiar with various hardware and software components and discover best practices in maintenance and safety. Topics covered include laptops and portable devices, wireless connectivity, safety and environmental issues.

N01   M/W   1-3 p.m.   Remote
Oct. 31–Dec. 12, 2022

CISCO Networking Technology Certification
CPT-100E $ 2499
This course is designed for entry-level computer technicians looking to gain certification or individuals looking to start a new career in the IT industry. CompTIA A+ and Cisco CCNA are two of the top industry level certifications in the current industry. Students will be trained on vendor neutral and non-vendor neutral concepts allowing them to be able to apply for a broad range of jobs spanning from help desk to junior network engineer.

N01   M/T/W/T/F   6-9 p.m.   Remote
Oct. 24 – Dec. 13, 2022

Pre-License Real Estate Sales
WCE-473E $365
(+ book price estimated $50)

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

FM1   M/W   6-9 p.m.
Oct. 17–Dec. 7, 2022

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

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

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

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

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

ServSafe Manager Food Safety 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 for all food industry managers by the State of Massachusetts.

ServSafe Two-day 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.

Upon successful registration for this course, student will receive the following e-materials: pretest, with answer key and student handbook/manual complete with vocabulary lists and case studies. During Day One (our Zoom class) will have lecture slides to accompany learning and Day Two will be comprised of a large group review as well as time for individual questions prior to the administration of the paper/print exam. You must have a reliable internet connection, a current email address and the ability to check your email regularly for communication about the course.

F01	M	4-8 p.m. Remote	
	T	9:30 a.m.-2:30 p.m.	In-person
		Nov. 7–Nov. 8, 2022	

HEALTHCARE CAREERS

Hybrid Phlebotomy Technician Certification with Clinical Externship
NON-855E **$1,919**
(e-book and NWCA Test Voucher included)

90 online self-study hours plus 40 clinical externship hours

Phlebotomists are employed throughout the healthcare system—and the demand for phlebotomy technicians is higher than ever! This program prepares you to collect blood and other specimens from clients for laboratory analysis. The course covers process and procedures; safety protocols, quality assurance and precautions; venipuncture skills; terminology; and related anatomy and physiology. The program also includes a clinical externship opportunity to learn the profession in the field. After completing the program, you'll be able to sit for the NWCA exam, which is included in your tuition. Although listed as Asynchronous (self-study), an instructor will be assigned to teach the class once enrollment reaches six or more students. Should this happen, classes will meet over Zoom Tuesdays and Thursdays for an hour to an hour and a half between 6-9:30 p.m.

These Zoom sessions are not mandatory, but it will be beneficial to your studies if you want to participate. You will still maintain your self-study schedule. With six or more students, in-person labs will take place on campus near the end of the program. There are a total of four lab sessions with each session being 3.5 hours in duration. You will be notified the lab meeting dates.

NOTE: In-person labs may be canceled if COVID-19 regulations restrict in-person learning.

| FN01 | T/TH | **Remote & Asynchronous |
| | | Sept. 13–Dec. 13, 2022 |

If Zoom session/synchronous instruction, plan on 6-7:30 p.m. T & TH
In-person labs at the Chelsea main campus:
Nov. 8–Nov. 17, 2022. T/TH 6-9:30 p.m.

| FN02 | T/TH | **Remote & Asynchronous |
| | | Nov. 1–Feb. 14, 2023 |

If Zoom session/synchronous instruction, plan on 6-7:30 p.m. T & TH
In-person labs at the Chelsea main campus:
Jan. 17 - Feb. 2, 2023 T/TH 6-9:30 p.m.

Hybrid EKG Technician Program
NON-856E **$1,419**

(e-book and NWCA Test Voucher included)
50 hours online self-study

Electrocardiograph (EKG) certification program course covers anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact,

electrocardiography and stress testing. You'll also gain practice with EKG equipment through hands-on labs. After the successful completion of this program, students will be prepared to sit for the NWCA exam, which is included in the tuition. Although listed as Asynchronous (self-study), an instructor will be assigned to teach the class once enrollment reaches six or more students. Should this happen, classes will meet over Zoom Mondays and Wednesdays from 6-7 p.m. or 7:30 p.m. and in-person labs will take place on-campus. Live Zoom sessions are elective and not mandatory. You will still maintain your self-study schedule.

> NOTE: In-person labs may be canceled if COVID-19 regulations restrict in-person learning.

FN01   M/W   **Remote & Asynchronous
                      Sept. 19–Oct. 27, 2022

If Zoom session/synchronous instruction,
plan on 6-7:30 p.m. M & W
In-person labs at the Phoenix Charter Academy Chelsea (PCAC)
at 175 Hawthorne Street in Chelsea, MA
Oct.13 - Oct. 27, 2022   TH Lab Meeting Times: 6-9:30 p.m.

FN02   M/W   **Remote & Asynchronous
                      Nov. 14–Jan. 10, 2022

If Zoom session/synchronous instruction,
plan on 6-7:30 p.m. M & W
In-person labs at the Phoenix Charter Academy Chelsea (PCAC)
at 175 Hawthorne Street in Chelsea, MA
Dec. 8, 2022 - Jan. 5, 2023   TH Lab Meeting Times: 6-9:30 p.m.

bhcc.edu/cce-catalog

Hybrid Veterinary Assistant Certification Program with Clinical Externship
NON-901E   **$2,219**
> (e-book and NWCA Test Voucher included)
> 100 hours online self-study plus 40 hours clinical externship

This 100-hour Veterinary Assistant program introduces students to the exciting and growing field of veterinary medicine. Students will learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are also emphasized to provide the student with the skills necessary to maintain an efficient front office. Students who complete this comprehensive course would be prepared to sit for the National Workforce Career Association (NWCA) Veterinary Technician (VET) Exam. The national exam is included in the tuition. Although listed as Asynchronous (self-study), an instructor will be assigned to teach the class once enrollment reaches six or more students. Should this happen, classes will meet over Zoom Mondays and Wednesdays from 6-7 p.m. or 7:30 p.m. and in-person labs will take place on-campus.

Live Zoom sessions are elective and not mandatory. You will still maintain your self-study schedule.

> NOTE: In-person labs may be canceled if COVID-19 regulations restrict in-person learning.

FN01   M/W   **Remote & Asynchronous
                          Sept. 19, 2022–Jan. 18, 2023

If Zoom session/synchronous instruction,
plan on 6-7:30 p.m. M & W
In-person labs at the Charlestown main campus:.
Lab Meeting Times: 6-9:30 p.m.

Hybrid Dental Assisting Technician Program with Clinical Externship
NON-900E   **$1,419**
> (e-book and NWCA Test Voucher included)
> 60 hours online self-study plus 40 hours clinical externship

Begin a rewarding in-demand career with the BHCC Dental Assisting Program that familiarizes students with all areas of pre-clinical dental assisting and provides training in the professional skills required to function as an assistant in the dental practice. Topics include history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Students who complete this comprehensive course would be prepared to sit for the NWCA exam. Although listed as Asynchronous (self-study), an instructor will be assigned to teach the class once enrollment reaches six or more students. Should this happen, classes will meet over Zoom Mondays and Wednesdays from 6-7 p.m. or 7:30 p.m. and in-person labs will take place on-campus. Live Zoom sessions are elective and not mandatory. You will still maintain your self-study schedule.

NOTE: In-person labs may be canceled if
COVID-19 regulations restrict in-person learning.

FN01   M/W   **Remote & Asynchronous
                      Sept. 19, 2022–Jan. 18, 2023

FN02   M/W   **Remote & Asynchronous
                      Oct. 31, 2022–Jan. 11, 2023

If Zoom session/synchronous instruction,
plan on 6-7:30 p.m. M & W
In-person labs at the Chelsea main campus:
Oct. 26- Nov.9, 2022. M/W Lab Meeting Times: 6-9:30 p.m.

FN02   M/W   **Remote & Asynchronous
                      Oct. 31, 2022–Jan. 11, 2023

If Zoom session/synchronous instruction,
plan on 6-7:30 p.m. M & W
In-person labs at the Chelsea main campus:
Dec. 5–Dec. 14, 2022. M/W Lab Meeting Times: 6-9:30 p.m.

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

THE ADULT EDUCATION PROGRAM

The Adult Education program 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 English Language Literacy (ELL), AE literacy, and High School Equivalency Assessment (HiSET) preparation in Spanish and in English.

Classes are held in Chelsea, Boston, Chinatown, the South End, and virtually on Zoom. The ELL and HiSET courses are offered both day and evening to accommodate the busy schedules of adult learners. The AE literacy, Pre-HiSET, and HiSET Adult Education courses are held at LARE Institute, the College's program partner in Chelsea, and additional English classes at the Boston Chinatown Neighborhood Center (BCNC), and the Educational Development Group satellite locations in Boston.

Hybrid Certified Personal Trainer Course $1,299

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

Become a nationally Certified Personal Trainer! This challenging course is for candidates wanting LIVE instruction with in-depth, hands-on practical lab to master the essential career skills and knowledge. The course consists of 16 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment and 16 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. Plus, you can get hands-on experience through an optional employer internship. The Hybrid CPT offers virtual lectures and ALL 5 in-person practical labs at a nearby gym.

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

S/SU	9 a.m.-12 p.m.	
	Sept. 24–Oct. 22, 2022	

Bonus Optional Lab w/ GOLD or BYE weekend– Oct.29, 2022
National Exam Date– Nov. 5, 2022

THE LANGUAGE INSTITUTE
English as a Second Language

Beginner English as a Second Language (BELL)
These BELL offerings are non-credit courses for students with limited knowledge of the English language. Classes prepare English learners for college classes 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 create an account and then take a placement test. Visit bhcc.edu/cce-catalog and follow the five steps to register.

Beginner Speak/Listen and Read/Write
BLL-001E $389
This introductory course is for non-native speakers who want to begin learning English.

FM1	M-W	6-7:50 p.m.	In-person
		Sept. 12–Dec. 17, 2022	

Beginner English Language Learning 1
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.

F01	T/TH	8-9:50 a.m.	Remote
		Sept. 12–Dec. 17, 2022	
F03	M/W	11 a.m.-12:50 p.m.	In-person
		Sept. 12–Dec. 17, 2022	
FM1	M/W	6-7:50 p.m.	In-person
		Sept. 12–Dec. 17, 2022	
FS1	S	8:15-11:55 a.m.	Remote
		Sept. 12–Dec. 17, 2022	

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

Beginner 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.

F01	M/W	8-9:50 a.m.	Remote
F03	T/TH	11 a.m.-12:50 p.m.	In-person
FT1	T/TH	6-7:50 p.m.	In-person
FS1	S	12-3:40 p.m.	Remote
L6SUS0	T/TH	6-9 p.m.	Somerville, In-person

Sept. 12–Dec. 17 ,2022

Beginner 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.

F02	T/TH	8-9:50 a.m.	Remote
F05	M/W	11 a.m.-12:50 p.m.	In-person
FM1	M/W	6-7:50 p.m.	In-person
FS1	S	8:15-11:55 a.m.	Remote

Sept. 12–Dec. 17 ,2022

Beginner 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. They will strengthen writing skills using techniques such as writing multiple drafts, revising, editing and proofreading. The course will prepare students to deliver oral presentations to large groups using visual aids, secondary sources and level-appropriate vocabulary. Students will read articles, hold in-class discussions and debates, work in groups and write reflections in order to interact naturally in English.

This class offers considerable practice with pronunciation and accent modification.

F02	T/TH	9-10:45 a.m.	In-person
FS1	S	12 p.m.-3:40 p.m.	Remote

Sept. 12–Dec. 17 ,2022

THE LANGUAGE INSTITUTE
INTENSIVE ENGLISH CLASSES

TERM 1 (F11):	**Aug. 30–Oct. 14, 2022**
TERM 2 (F21):	**Oct. 25–Dec. 16, 2022**

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

Schedule for Fall 2022

Intensive English courses are offered in Terms 1 and 2. Each term Is seven weeks in duration. The course runs 20 hours per week for seven weeks. Weekday classes are held Tuesday–Friday, 9 a.m.-2 p.m. There are four levels offered every seven-week term, from Beginner (001) to High Intermediate (004). Before registering, you must take a placement test to determine which level is best for you. If you are interested in Intensive English classes and can dedicate 20 hours per week studying, please email IntensiveEnglish@bhcc.edu to schedule your placement test.

Total hours: 140 hours for 7 weeks of program.

The cost of a seven-week class is $1,115, which must be paid in whole at the start of classes.
There is no payment plan for these classes.

F11	T/W/Th/F In-person	9 a.m.-2 p.m. Aug. 30–Oct. 14, 2022
F21	T/W/Th/F In-person	9 a.m.-2 p.m. Oct. 25–Dec. 16, 2022

English Study for Au Pairs - Intermediate
APU-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.

Total hours: 84 hours for 7 weekends (Saturday and Sunday).

Placement required before registration. Please email IntensiveEnglish@bhcc.edu to request placement testing.

F11	Sa/Su	9 a.m.-3 p.m. Aug. 27–Oct. 16, 2022	Remote
F21	Sa/Su	9 a.m.-3 p.m. Oct. 29–Dec. 18, 2022	Remote

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

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

English Study for Au Pairs - High Intermediate
APU-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.

Total hours: 84 hours for 7 weekends (Saturday and Sunday).

Placement required before registration. Please email IntensiveEnglish@bhcc.edu to request placement testing.

| F11 | Sa/Su | 9 a.m.-3 p.m.
Aug. 27–Oct. 16, 2022 | Remote |
| F21 | Sa/Su | 9 a.m.-3 p.m.
Oct. 29–Dec. 18, 2022 | Remote |

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.

| FS1 | Sa | 9 a.m.-12 p.m.
Sept. 17–Oct. 22, 2022 | Remote & Synchronous |

Beginning Spanish II
LNG-400AE $245

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

| FT1 | Sa | 9 a.m.-12 p.m.
Nov. 5–Dec. 17, 2022 | Remote & Synchronous |

French

Beginning French $115

Proper pronunciation is important for good communication. Beginning Conversational French will help you master the best pronunciations. Simply click on each word to hear it spoken. Every word and sentence is also written out phonetically. This course has been carefully crafted to ensure you will have no trouble pronouncing French words correctly. The first three lessons introduce the basics needed for most conversations in French, such as "please" and "thank you." You will also learn numbers, days of the week, months of the year, and telling time.

July 13, 2022	Remote & Synchronous
Aug. 17, 2022	Remote & Synchronous
Sept.14, 2022	Remote & Synchronous

For start dates, tuition, and registration, go to ed2go.com/bunkerhill/online-courses/conversational-french-beginner.

Mandarin Chinese

Beginning Mandarin Chinese Intensive I (Levels 101–102)

This class is designed for students who are interested in studying Mandarin Chinese at a fast pace, completing Beginning Chinese 101 and 102 in 12 weeks. Upon completion, a solid foundation will be established both in pronunciation (initials, vowels and most importantly, the tones) and fundamental knowledge of the Chinese characters. Students will be able to carry out basic greetings and some conversation on daily interactions and master about 120 Chinese words and expressions.

The textbook for this course is Integrated Chinese. The teacher will provide the connection.

* You may purchase online for practice book.

Sunday 9:30-11 a.m.
12 sessions (18 hours)
$240 member / $280 non-member
(plus a $20 non-refundable registration fee)

Online Learning through BHCC's Content Partner

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. These classes are provided through BHCC's content partner, ed2Go, and students register through ed2Go.

For more information and to register,

visit **careertraining.ed2go.com/bhcc**

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. These classes are provided through BHCC's content partner, ed2Go, and students register through ed2Go

Certified Medical Administrative Assistant with Medical Billing and Coding
(Vouchers Included) $3,695
careertraining.ed2go.com/bhcc/training-programs/certified-medical-administrative-assistant-with-medical-billing-coding-voucher-included

Certified Professional Life Coach
(Exam Included) $1,895
careertraining.ed2go.com/bhcc/training-programs/certified-professional-life-coach/

Digital Marketing Strategist $3,865
careertraining.ed2go.com/bhcc/training-programs/digital-marketing-strategist/

Entrepreneurship: Start-Up and Business Owner Management
(Voucher Included) $2,795
careertraining.ed2go.com/bhcc/training-programs/entrepreneurship-start-up-business-owner-management-voucher-included/

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.

Human Resources Professional with Payroll Practices and Management $3,145
careertraining.ed2go.com/bhcc/training-programs/human-resources-professional-payroll-practice-management/

HVAC/R Technician
(Voucher Included) $2,895
careertraining.ed2go.com/bhcc/training-programs/hvacr-technician/

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.

Medical Billing and Coding
(Voucher Included) $2,995
careertraining.ed2go.com/bhcc/search-results/?term=Medical+Billing+and+Coding+(Voucher+Included)

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

Professional Bookkeeping with QuickBooks Online with Payroll Practice and Management
(Voucher Included) $3,495
careertraining.ed2go.com/bhcc/training-programs/professional-bookkeeping-quickbooks-online-with-payroll-practice-management/

Residential Electrician $2,595
careertraining.ed2go.com/bhcc/search-results/?term=Residential+Electrician

Online Professional Development Bundles
To register, go to: **ed2go.com/bunkerhill**

These classes are provided through a third party and students are registering outside of BHCC system.

QuickBooks 2019 Series $199
Master the fundamentals and more advanced functions of QuickBooks 2019. Create statements, use batch invoicing and manage journal entries.

Microsoft Excel 2019/ Office 365 Series $324
Learn to use basic, intermediate and advanced features of MS Excel 2019.

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.

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.

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.

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.

Parking Permits

Student Parking Passes are purchased online and managed by ABM Parking. The student parking lots (1 and 2) are owned by the City of Boston. BHCC offers limited parking for students on the Charlestown and Chelsea Campuses in designated areas from 6 a.m.-11 p.m. A valid parking permit is required for all vehicles parked on campus. Parking is available first come, first served. A parking permit does not guarantee a parking spot. For any questions or concerns, call ABM at 617-482-2487 or see the parking lot attendant. For information about parking and to purchase a semester parking pass, visit bhcc.edu/parking

BHCC Emergency Alerts

Bunker Hill Community College has partnered with Rave Mobile Safety to provide emergency text messaging, text to voice and emails in the event of an emergency or weather-related closures. If you do not sign-up, you will not receive this notification. The information you supply is confidential and will not be shared off campus. For more information, visit bhcc.edu/alertsignup

BHCC Account Setup

Setting up your BHCC account gives you access to all college services including access to the College's WiFi, doing business with BHCC using your BHCC email address, logging into Moodle-enabled course(s) if your instructor uses the Moodle platform to teach your course, uploading your COVID vaccine documentation, and other benefits.

Bunker Hill Community College

imagine the possibilities

Workforce and Community Education
Division of Workforce and Economic Development

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

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

employerinquiries@bhcc.edu

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

Joinhandshake.com

bhcc.edu/cce-catalog

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