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

SPRING HIGHLIGHTS
• Mass Competitive Partnership (Customer Service or General Professional Administrative Program) Page 6
• Medical Interpreter Program Page 12
• Rapid Recovery and Reemployment Page 12
• Cybersecurity Training Page 13
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. www.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/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 of the areas covered in this catalog and more. Contact us for more information about our Corporate Training programs.
Vision of Bunker Hill Community College

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

BHCC Institutional Values

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

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

The Mission of the Division of Workforce and Economic Development

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

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

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

How courses are taught and coded is outlined 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.

IMPORTANT ANNOUNCEMENT

Vaccination is required for all Spring 2022 on-campus classes and for any student coming to campus to access services. Students must submit vaccination documentation before they can register for an on-campus course. 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 starting in Dec 2021/January 2022.

For more details please visit: bhcc.edu/covidvaccines
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):
- LCS-101DD-TC “Your Guide to Purpose and Success” (3 college credits)
- CIT-110-TC “Computer Applications and Concepts” (3 college credits)
- SOC-101-TC Principles of Sociology (3 credits—optional the first semester)

Spring semester courses (up to 9 credits):
- REL-101-TC World Religions (3 credits)
- GOV-101-TC Government and Politics in the US (3 credits)
- Student selected course in their program of study (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. Remote & Synchronous
Apr. 12–Jun. 2, 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.

T1 T/Th 6-8:30 p.m. Remote & Synchronous
Feb. 8–Apr. 7, 2022

S1 Sa 9-1 p.m. Remote & Synchronous
Mar. 5–May 7, 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.

T1 T 6-9 p.m. Hybrid
Feb. 15–May 10, 2022

S1 Sa 9 a.m.-12 p.m. Hybrid
Jan. 29–Apr. 16, 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 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.

H1  W  6–8 p.m.  Remote & Synchronous
Apr. 6–May 25, 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 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 earn 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 PMI’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.

S1  S  9 a.m.–12 p.m.  Remote & Synchronous
Feb. 12–Apr. 30, 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.

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

**PSM-100E-T1**
Project Success Methodology  $1,495  
Mar. 15–16  Remote & Synchronous  T/W
PSI Instructor  8 a.m.-5:30 p.m.

**PSM-100E-T2**
Project Success Methodology  $1,495  
May. 10–11  Remote & Synchronous  T/W
PSI Instructor  8 a.m.-5:30 p.m.

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.

**PST-100E-T1**
PSM Toolkit Class for Microsoft Project  $895  
Jan. 13  Remote & Synchronous  TH
PSI Instructor  8 a.m.-5 p.m.

**PST-100E-T2**
PSM Toolkit Class for Microsoft Project  $895  
Mar. 17  Remote & Synchronous  TH
PSI Instructor  8 a.m.-5 p.m.

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

**TSG-101E**  $189  (+ book price $42-$60)
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

For a complete listing of online courses and to register, go to bhcc.edu/ceonline
TECHNOLOGY AND CAREERS

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.

M1 M/W 6-9 p.m. Remote & Synchronous Mar. 21–May 4, 2022

“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

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.

WORKFORCE HIGHLIGHT

BE MASS COMPETITIVE PARTNERSHIP

The Massachusetts Association of Community Colleges (MACC) in partnership with the Massachusetts Competitive Partnership (MACP) is pleased to announce the “Be Mass Competitive” Program. The goal of this workforce development initiative is to create employment opportunities at some of the Commonwealth’s largest businesses aiming to meet labor needs in Massachusetts while increasing access to upwardly mobile employment opportunities.

Through this program, candidates will receive specialized training and career-placement services leading to upwardly mobile employment opportunities at some of the Commonwealth’s largest employers. This program seeks to support and advance the successes of persons of color by providing pathways at MACP companies committed to building a diversified workforce. This opportunity is available at no cost to participants and stipends will be provided. Individuals with a high school diploma/equivalency or higher are eligible and encouraged to apply.

This joint initiative by MACC and MACP employers will include

- Up to twelve weeks of Customer Service or General Professional Administrative training by the Massachusetts Association of Community Colleges at either Bunker Hill Community College or Roxbury Community College at no cost to the student
- Up to twelve weeks of Customer Service or General Professional Administrative training by the Massachusetts Association of Community Colleges at either Bunker Hill Community College or Roxbury Community College at no cost to the student
- Paid on-the-job training opportunities at employers such as Bank of America, Wayfair, Suffolk, Mass General Brigham, and more
- Full-time job offers contingent on successful completion of learning modules and performance in on-the-job training
- Professional job coaching throughout training and into employment

To learn more, visit masscc.org/be-mass-competitive

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

ServSafe Two-day Manager Safety Training
SLF-101E  $205
Become a Certified Food Protection Manager by taking our two-day (remote day one and in-person day two + proctored exam) ServSafe Manager Training and earn the most highly regarded certificate in the food service industry. This course covers key information in the seven distinct food safety domains—food safety management practices, hygiene and health, safe receiving, storage, transport, and disposal of food, safe preparation and cooking of food, service and display of food, cleanliness and sanitation and facilities and equipment. 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. The materials will be emailed to you within three days of the course start date. Visit https://www.bhcc.edu/ce/testprep/ for more details

01 M 4-8 p.m.   Lecture and Remote
T 9:30 a.m.-2:30 p.m.
Feb. 7–8, 2022

02 M 4-8 p.m.
T 9:30 a.m.-2:30 p.m.
Apr. 18–19, 2022

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.

01 M/W              **Remote & Asynchronous
Feb. 14–May 11, 2022
If Zoom session/synchronous instruction, plan on 6-7:30 p.m. T & Th
In-person labs at the Charlestown main campus: Nov. 16, 18, 30, Dec. 2. Lab Meeting Times: 6-9:30 p.m.

02 M/W  **Remote & Asynchronous
Apr. 4,–Jul. 6, 2022
If Zoom session/synchronous instruction, plan on 6-7:30 p.m. T & Th
In-person labs at the Charlestown main campus:
January 25, 27, February 1, S. Lab Meeting Times: 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.

01 M/W  **Remote & Asynchronous
Feb. 21–Apr. 11, 2022

If Zoom session/synchronous instruction, plan on 6-7:30 p.m. M & W
If in-person labs occur, you will be notified.
Lab Meeting Times: 6-9:30 p.m.

02 M/W  **Remote & Asynchronous

If Zoom session/synchronous instruction, plan on 6-7:30 p.m. M & W
If in-person labs occur, you will be notified.
Lab Meeting Times: 6-9:30 p.m.

bhcc.edu/medtech

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.

01 M/W  **Remote & Asynchronous
Apr. 25–JAug. 8, 2022

If Zoom session/synchronous instruction, plan on 6-7:30 p.m. M & W
If in-person labs occur, you will be notified.
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.
NOTE: In-person labs may be canceled if COVID-19 regulations restrict in-person learning.

01 M/W **Remote & Asynchronous
Feb. 7–Apr 4, 2022
If Zoom session/synchronous instruction, plan on 6-7:30 p.m. M & W
In-person labs at the Charlestown main campus: Oct. 25 and 27. Lab Meeting Times: 6-9:30 p.m.

02 M/W **Remote & Asynchronous
Apr. 11–June 6, 2022
If Zoom session/synchronous instruction, plan on 6-7:30 p.m. M & W
In-person labs at the Charlestown main campus: Dec. 6 and 8. 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.

Hybrid Certified
Personal Trainer Course $1,299
Register online for this course by visiting https://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 (NCTMB), 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 www.witseducation.com or may purchase at amazon.com.

01 Su 9 a.m.-4 p.m.
Jan.29–Feb. 26, 2022
Bonus Optional Lab w/ GOLD or BYE weekend—TBD
National Exam Date—TBD

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 https://www.bhcc.edu/bell/ and follow the five steps to register.
Beginner Speak/Listen and Read/Write
BLL-001  $389
This introductory course is for non-native speakers who want to begin learning English.
S1  Sa 8:15-11:55 a.m.  In-person
M1  M/W 6-7:50 p.m.  In-person
Jan. 31–May 22, 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.
S01  T/Th 8-9:50 a.m.  Online
S03  M/W 11 a.m.-12:50 p.m.  In-person
M1  M/W 6-7:50 p.m.  In-person
S1  Sa 8:15-11:55 a.m.  Online
Jan. 31–May 22, 2022

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.
01  M/W 8-9:50 a.m.  Online
02  M/W 11 a.m.-12:50 p.m.  In-person
04  F 8-11:40 a.m.  In-person
S2  Sa 12-3:40 p.m.  Online
Jan. 31–May 22, 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.
02  T/Th 8-9:50 a.m.  Online
03  F 11:30 a.m.-12:30 p.m.  In-person
04  M/W 1-2:50 p.m.  In-person
S1  Sa 8-11:40 a.m.  Online
T1  T/Th 6-7:50 p.m.  TBA
Jan. 31–May 22, 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.
01  T/Th 9-10:50 a.m.  In-person
T1  T/Th 6-7:50 p.m.  TBA
S1  Sa 12-3:40 p.m.  Online
Jan. 31–May 22, 2022

THE LANGUAGE INSTITUTE

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 2022
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 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.

11  T/W/Th/F 9 a.m.-2 p.m.  In-person
Feb. 1–Mar. 18, 2022
21  T/W/Th/F 9 a.m.-2 p.m.  In-person
Mar. 29–May 13, 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.

01 Sa/Su 9 a.m.-3 p.m. Online
Feb. 5–Mar. 20, 2022
02 Sa/Su 9 a.m.-3 p.m. Online
Apr. 2–May 15, 2022
(Note: Weekend Au Pair classes are also available to non-Au Pairs who wish to study English.)

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.

01 Sa/Su 9 a.m.-3 p.m. Online
Feb. 5–Mar. 20, 2022
02 Sa/Su 9 a.m.-3 p.m. Online
Apr. 2–May 15, 2022

Au Pair Weekend—Experience America Programs

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.

Note: Due to Covid regulations surrounding large indoor gatherings, we may not be running any in-person classes in the spring semester. Check for updates here: bhcc.edu/ce/aupairweekendprogram or 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 Sa 9 a.m.-12 p.m. Remote & Synchronous
Feb. 19–Apr. 2, 2022

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.

S1 Sa 9 a.m.-12 p.m. Remote & Synchronous
Apr. 16–May 21, 2022

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.

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

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.
Jan. 9–Apr. 3 (No Class on 2/20, President Day)
12 sessions (18 hours)
$240 member / $280 non-member (plus a $20 non-refundable registration fee)
MEDICAL INTERPRETER PROGRAM

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

In collaboration with Brigham and Women’s Hospital, the program is:

- 60 hours of remote instruction and up to 20 hours prep for national exam - NBCMI (National Board of Certified Medical Interpreters)
- 40 hours Internship at BWH

The Medical Interpreter Program is an R3-approved program. To apply, please contact Lateia Johnson, R3 Program Coordinator at lmjo8989@bhcc.edu

Classes run in February 2022. Dates to be determined.

RAPID RECOVERY AND REEMPLOYMENT (R3) PROGRAM

BHCC’s Rapid Recovery and Reemployment (R3) Program is a unique opportunity that allows students or community members impacted by the COVID-19 economic downturn to get back in the game with possible financial support. Eligible participants may have access to full tuition and materials scholarships. These short-term trainings will allow a student to study over a shorter period of time, develop skills in a field, and earn an industry-recognized credential, which makes them employable quicker.

Students who are unemployed or demonstrate great financial need will be considered first especially if you do not have financial assistance through another resource.

- Are you unemployed or working part time making less than $17.00 per hour?
- New to the workforce?
- Have you received a Pell grant?
- Are you collecting food stamps or other transitional assistance benefits?
- Do you live in subsidized housing?

The R3 approved courses are:

- Medical Interpreting and a new Home Health Aide program
- CNA - Certified Nursing Assistant
- IT Support Technician Certificate
- Cybersecurity Training Certificate
- Cisco Networking Technology Certification
- Google IT Support Specialist
- EMT - Emergency Medical Technician
- Dental Assisting Technician
- EKG - Electrocardio Technician combined with Phlebotomy Technician
- Veterinary Assistant
- HiSet Starter program

To find out more, go to https://www.bhcc.edu/training/. If you have questions, please contact Lateia Johnson at lmjo8989@bhcc.edu.

Apply early as seats for approved courses are limited!
CYBERSECURITY TRAINING CERTIFICATE

If you have strong, basic computer skills, you may want to consider an exciting career as a cybersecurity professional. Although you need not be an IT professional or programmer, you should have the right personality; specifically, you should be intensely curious about how things work; unwilling to give up on a problem no matter how difficult it is; highly attentive to detail; predisposed to independent learning. You should be able to devote an honest 25 hours/week to the program. The program includes three courses, each lasting six weeks. The first course is Cyber Attack and Defense: Immediate Immersion. If you do well in the first course, you will proceed to take the two other courses: Cyber Defender 1 and Cyber Defender 2.

Meetings with the instructor over Zoom will be conducted on a mutually-determined weeknight and will be 1-2 hours/week. Tuition does not include the book, which must be purchased separately from https://nostarch.com/packetanalysis3. Book Title: Practical Packet Analysis Using Wireshark to Solve Real-World Network Problems, 3rd Edition by Chris Sanders.

The three courses below must be taken in their order with Cyber Attack and Defense being the first course in the certificate program.

Cyber Attack and Defense: Immediate Immersion
NON-108E
$1,599
(+ book price estimated $50)
01 Hybrid & Remote
Jan. 20–Mar. 3, 2022

Cyber Defender 1
NON-109E
$1,999
N01 Hybrid & Remote
Mar. 21–May 27, 2022

Cyber Defender 2
NON-110E
$1,999
N01 Hybrid & Remote
Jun. 13–Aug. 26, 2022

this course will show in summer 2022.
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. These classes are provided through a third party and students are registering outside of BHCC system.

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

For a complete listing of online courses and to register, go to bhcc.edu/ceonline
## 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

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A to Z Grant Writing</td>
<td>$115</td>
</tr>
<tr>
<td>Computer Skills for the Workplace</td>
<td>$115</td>
</tr>
<tr>
<td>Creating WordPress Websites</td>
<td>$115</td>
</tr>
<tr>
<td>Designing Effective Websites</td>
<td>$115</td>
</tr>
<tr>
<td>Freight Broker/Agent Training</td>
<td>$1,895</td>
</tr>
<tr>
<td>Human Anatomy and Physiology</td>
<td>$115</td>
</tr>
<tr>
<td>Medical Terminology: A Word Association Approach</td>
<td>$115</td>
</tr>
<tr>
<td>Online Courses in Six Weeks</td>
<td></td>
</tr>
<tr>
<td>Using Social Media in Business</td>
<td>$115</td>
</tr>
</tbody>
</table>

## 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 a third party and students are registering outside of BHCC system.

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Medical Administrative Assistant with Medical Billing and Coding</td>
<td>$3,495</td>
</tr>
<tr>
<td>Certified Professional Life Coach</td>
<td>$1,795</td>
</tr>
<tr>
<td>Digital Marketing Strategist</td>
<td>$3,595</td>
</tr>
<tr>
<td>Entrepreneurship: Start-Up and Business Owner Management</td>
<td>$2,495</td>
</tr>
<tr>
<td>Freight Broker/Agent Training</td>
<td>$1,895</td>
</tr>
<tr>
<td>Human Resources Professional with Payroll Practices and Management</td>
<td>$2,995</td>
</tr>
<tr>
<td>HVAC/R Technician</td>
<td>$2,895</td>
</tr>
<tr>
<td>Information Security Training</td>
<td>$3,295</td>
</tr>
</tbody>
</table>

For a complete listing of online courses and to register, go to bhcc.edu/ceonline
Online Professional Development Bundles

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
https://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 + 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 $3,495

Residential Electrician $2,495
https://careertraining.ed2go.com/bhcc/search-results/?term=Residential+Electrician

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!

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 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.
Parking Permits
Student parking is available in lots 1 and 2 on the Charlestown Campus, seven (7) days per week, from 6 a.m.–11 p.m. These lots are owned by the City of Boston and managed by ABM Parking Services. You may buy either a daily pass, at $10 per day or a semester parking pass at $60.

To purchase the daily permit at $10 per day, you have to download the ParkMobile mobile app on your phone. Go to the App store – either Android or Apple – and download the ParkMobile app. With the app downloaded, you will drive to the campus.

Once you arrive at parking lots 1 or 2 at BHCC, launch the app and purchase your permit. The Zone # is 5850. Once you buy it you are good to park. There is a parking lot attendance there so the person will be able to assist you as well. The parking is good for the whole day until 10:30 pm. So park first, launch the ParkMobile app and then purchase the permit.

To purchase a semester parking pass at $60, please visit bhcc.edu/parking. Rates are subject to change.

There is no student parking at the H-Building. Students must park at the Charlestown Campus. From there they can walk (10 minutes) or find another mode of transportation to H-Building.

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

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 are 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 are automatically 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

*To access these services you must set a Bunker Hill email and self service account. For instruction consult the page https://www.bhcc.edu/workforce/bhccstudentemailandaccountsetup/

Get Your BHCC Student ID Card
For Spring 2022 non credit students taking classes on campus should obtain a BHCC Photo ID. Please visit https://www.bhcc.edu/studentcentral/bhccidcard/ for instructions.

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

Set Up Your BHCC Account & Accessing College Wi-Fi
As a non-credit student, you should set up your BHCC account to perform business at the college and gain access to Wi-Fi. Instructions on how to set up your account are found here: bhcc.edu/workforce/bookpurchase. Once you get to the page, scroll down to the section titled, “BHCC Self Retrieval Account Set Up”. Once you have self-retrieved your username and password, you are all set. If you have any issues with the self-retrieval process, you may contact the Helpdesk at helpdesk@bhcc.edu or 617-228-3441. Emailing the Helpdesk is faster. Once you have completed the password set up, you will be able to access the school’s Wi-Fi using your username and password.

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

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.

www.joinhandshake.com

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 is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Titles VI and VII, Civil Rights Act of 1964, Title IX, Education Amendments of 1972, Section 504, Rehabilitation Act of 1973, Americans with Disabilities Act, and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). Inquiries concerning application of the above should be directed to Nahomi Carlisle, Esq., Associate Vice President, Chief Equity and Compliance Officer, Affirmative Action Officer and Section 504/ADA Coordinator, at 250 New Rutherford Avenue, Charlestown Campus, Room A307, Boston, MA 02129, phone: 617-228-3311; email nahomi.carlisle@bhcc.edu, or for Title IX inquiries contact Carl Marcelin, Deputy Title IX Coordinator, phone: 617-228-2127; email carl.marcelin@bhcc.edu