Corporate and Community Education Catalog

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

SPRING HIGHLIGHTS
Transitions to College Opportunity, p.11
Become a Certified Personal Trainer, p.3
Standardized Test Preparation, p.2
The Corporate 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 corporate teams. Leveraging the College’s expertise and resources, the Division aims to create pathways that lead to both personal and professional opportunities for adult learners.

Courses are offered for all levels of experience, from Basic English as a Second Language (BESL) to Test of English as a Foreign Language (TOEFL); from High School Equivalency Standardized Test (HiSET) to Project Management Professional (PMP) exam prep; and from basic computer skills to advanced website building. 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, Corporate 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’re looking for? Let us know! We’re always looking for ways to expand our program offerings.

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. See the box on page 11 about our Corporate Training programs or contact us for more information.

Register today!

1. Go to bhcc.edu/ce
2. Click on the “Register Now” button.
3. Click on “Register and Pay” underneath “Registration.”
4. Continue by following instructions online.

Note: There is a 2% service fee for debit/credit payments. You can also register in person at the Workforce Development office.
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

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Test Prep

Test Preparation

Test of English as a Foreign Language (TOEFL®) Preparation
TFL-101 $235
This course features up-to-date, realistic practice tests and cooperative learning strategies designed to familiarize students with the test format and develop test-taking strategies that improve their scores. A strong academic English background is recommended. The course curriculum is based on the TOEFL iBT® (internet-based test).
Total hours: 40
T1 T/Th 6–8:30 p.m.
March 26 – May 16, 2019 H147

High School Equivalency Test (HiSET®, formerly GED®) Preparation
GED-104A $235
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.
February 5 – April 4, 2019 H170
S1 Sa 9 a.m.–1 p.m.
March 2 – May 11, 2019 H170

Society for Human Resource Management (SHRM) Learning System®—Certified Professional (SHRM-CP™) and Senior Certified Professional (SHRM-SCP™) Certification Preparation
BSN-124 $1,323
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’ll 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. Study materials including comprehensive learning modules in print and e-reader formats and advanced online resources are included in the course fee.
T1 Tu 6–9 p.m.
February 12, 2019 – May 7, 2019 G140
S1 Sa 9 a.m.–3 p.m.
2/16, 3/02, 3/16, 3/30, 4/13, 4/27 G138

Prepare to Pass the PMP® Exam with Bunker Hill Community College (NEW)
The Learning System for PMP Exam Preparation
BSN-126 $1,323
If you are interested in earning the most sought-after credential in the global project management profession, then you need the best exam preparation course available. At Bunker Hill Community College, our Project Management Professional (PMP®) review course includes premium quality study materials that align with the PMBOK® Guide—Sixth Edition and prepare you for the updated PMP exam.
S1 Sa 9 a.m.–1 p.m.
(No Class 3/23)

Test of Essential Academic Skills® (TEAS) Prep for Reading and Grammar
TRG-101 $150
This course focuses on the reading and grammar component of the Assessment Testing Institute® (ATI) TEAS® exam. (Book cost is separate and can be purchased at the college bookstore, E-Building 4th Floor)
01 W 4–7 p.m.
January 8, 2019 – February 12, 2019 G139
(Six sessions at 3 hours each. Total Hours: 18)
02 T 4–7 p.m.
March 26–April 30, 2019 H148

Test of Essential Academic Skills® (TEAS) Prep for Math and Science
TSG-101 $150
This course focuses on the math and science content of the Assessment Testing Institute® (ATI) TEAS® exam. (Textbook cost is separate and can be purchased at the college bookstore, E-Building, 4th Floor.)
01 W 4–7 p.m.
January 9 – February 13, 2019 B124
02 T 4–7 p.m.
March 27–May 1, 2019 H148
Arts and Careers

Creating Your Success™ Basic Life Support (BLS) for Healthcare Providers  
FSR-108  $67
This one-day course presents the American Heart Association BLS for Healthcare Providers CPR and Automated External Defibrillator (AED) program. Learn the skills needed to respond to adults, children and infants experiencing cardiac emergencies and choking, including one- and two-person CPR, use of a mask for ventilation and AED. Program includes both skill tests and written test; written test requires students to read English at approximately the tenth grade level. Students who successfully complete the program will receive a two-year certification card. Required textbook is not included in the course fee.

S2  Sa  9 a.m.–1 p.m.  
May 4, 2019  H-130

ServSafe® Food Safety Training  
SLF-101  $135
Recognized by more federal, state and local jurisdictions than any other food safety certification, the ServSafe® Food Protection Manager Certification Exam is accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP).

S1  S  9–3 p.m.  
March 30, 2019  H147
S2  S  9–3 p.m.  
April 6, 2018  H148
M1  M  6–9 p.m.  
April 8 – 15, 2019  H155

Certified Personal Trainer Course with Test Voucher Included  
WCE-117  $749
(Textbook not included)
Become a nationally Certified Personal Trainer! This challenging course is for candidates wanting LIVE instruction with an 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 and 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.

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.

SU  Su  9 a.m.–2 p.m.  
February 10 – April 7, 2019  G138

Digital Media Storytelling  
FSR-113A  $175
Do you have a story to tell? In this workshop you will learn development, post-production and delivery techniques to help you capture and enhance your stories. You’ll learn to generate research and develop a good idea, introduce narrative development and storytelling and learn editing technology skills.

W1  W  6–8:30 p.m.  
M. Chan  
April 3 – May 8, 2019  E169

Pre-License Real Estate Sales  
WCE-473  $350
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. The class meets in H-Building.

M1  M/W  6–9 p.m.  
D. Ceruolo  
March 25 – May 8, 2019  H170
Basic English as a Second Language

Basic English as a Second Language (BESL)
These BESL offerings are non-credit courses intended for students with limited knowledge of the English language who wish to advance to Academic ESL courses. Classes prepare English learners for college classes, the board room 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 Basic ESL program is for you. Before registering, students must first take a placement test in the Assessment Center, Room B118.

January 22 – May 18, 2019

Basic Speak/Listen and Read/Write
BLL-001 $375
This introductory course is for non-native speakers who want to begin learning English.

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<thead>
<tr>
<th>Session</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>M1</td>
<td>M/W</td>
<td>6–7:50 p.m.</td>
<td>H-Building</td>
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<tr>
<td>T1</td>
<td>T/Th</td>
<td>6–7:50 p.m.</td>
<td>H-Building</td>
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<tr>
<td>S1</td>
<td>Sa</td>
<td>8:15–11:55 a.m.</td>
<td>H-Building</td>
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<tr>
<td>S2</td>
<td>Sa</td>
<td>12–3:40 p.m.</td>
<td>H-Building</td>
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</table>

Speak/Listen and Read/Write Level I
BSL-001 $375
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 will also be covered.

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<tr>
<th>Session</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tbody>
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<td>01</td>
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<td>8–9:50 a.m.</td>
<td>H-Building</td>
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<td>02</td>
<td>F</td>
<td>8–11:40 a.m.</td>
<td>H-Building</td>
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<td>03</td>
<td>W</td>
<td>11 a.m.–2:50 p.m.</td>
<td>H-Building</td>
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<td>M1</td>
<td>M/W</td>
<td>6–7:50 p.m.</td>
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<td>S1</td>
<td>Sa</td>
<td>8:15–11:55 a.m.</td>
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Speak/Listen and Read/Write Level II
BSL-002 $375
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.

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<th>Session</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<td>01</td>
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Speak/Listen and Read/Write Level III
BSL-003
$375
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.

Speak/Listen and Read/Write Level IV
BSL-004
$375
In BSL-004, students will continue developing the primary skills they learned in BSL-001 through BSL-003. We’ll 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.

Intensive English Classes
EMC-001 002, 003, 004, 005, 006, 007, 008, 009
Quickly improve your English skills with these Intensive English classes. Class time is spent learning and practicing English skills, from listening and speaking to reading, writing and grammar. These classes offer 20 hours of classroom time per week. You can select as few or as many weeks of English language study as you need, up to a maximum of six weeks. If you want to progress to higher levels, you must sign up for the full six-week course.

To enroll, you must first take a placement test to determine which class would be best for you. Please call 617-228-2157 or 617-228-2462 to schedule your test. For spring 2019, we are offering Low Beginning (EMC-001) and High Advanced (EMC-009). We will be offering two courses out of nine levels depending on enrollment.

<table>
<thead>
<tr>
<th># of Weeks Purchased</th>
<th># of Hours of Instruction</th>
<th>Price</th>
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<tbody>
<tr>
<td>1 week</td>
<td>20 hours</td>
<td>$149</td>
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<tr>
<td>2 weeks</td>
<td>40 hours</td>
<td>$289</td>
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<tr>
<td>3 weeks</td>
<td>60 hours</td>
<td>$439</td>
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<tr>
<td>4 weeks</td>
<td>80 hours</td>
<td>$579</td>
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<tr>
<td>5 weeks</td>
<td>100 hours</td>
<td>$719</td>
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<tr>
<td>6 weeks</td>
<td>120 hours</td>
<td>$859</td>
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Languages and Culture

Beginning Spanish I
LNG-400 $129
Designed for students with little or no background in the Spanish language, this course focuses on the acquisition of basic listening, speaking, reading and writing skills within a cultural framework.
T1 T 6–9 p.m. February 26 – April 9, 2019 TBA

Beginning Spanish II
LNG-404 $129
Continuing LNG-400, Beginning Spanish II furthers the acquisition of basic listening, speaking, reading and writing skills within a cultural framework.
T1 T 6–9 p.m. April 23 – May 28, 2019 H147

“Learning to Live Your American Dream”
Au Pair Weekend Program (For Au Pairs Only)
APU-554–APU-557 $295
This program provides a unique and exciting opportunity for au pairs working in the U.S. to gain the most from their American experience. This affordable and customizable program can satisfy the U.S. Department of State au pair educational requirement.

Class A – American Dreams: You and Your Community
Identify personal learning goals for your international experience while you interact directly in American life by participating in community-based learning experiences in Boston.

Class B – American Dreams: USA and Boston in a Nutshell
Learn more about the cultures of your classmates as they compare to those in the U.S. Gain in-depth knowledge of U.S. customs, rituals, celebrations and important holidays while also learning about exciting events in U.S. history, many of which took place in Boston.

Au Pair Weekend Spring 2019

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<tr>
<th>Course #</th>
<th>Dates</th>
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<tr>
<td>APU-557-02 (Class A)</td>
<td>Friday, March 8</td>
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<td>APU-554 (Class A)</td>
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<td>APU-555-01 (Class A)</td>
<td>Friday, March 9</td>
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<td>APU-555-02 (Class B)</td>
<td>Friday, May 4</td>
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<td>APU-556 (Class B)</td>
<td>Friday, May 4</td>
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<td>APU-557-01 (Class B)</td>
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For more details, schedules and to register, please visit bhcc.edu/ce/aupairweekendprogram
Computer Training

Introduction to Personal Computers
CPT-201 $112
Designed for the beginner, this hands-on course will introduce students to personal computers. Microsoft Windows, Word, Excel and Access will be covered. Students will also be introduced to the process of naming, saving, retrieving, printing and managing files. Please bring a flash drive to the first meeting.
M1 M 6–9 p.m. February 18 – April 1, 2019 D102

Microsoft Excel 2013
CPT-204 $112
Learn to format worksheets and develop charts and graphs from your data without cumbersome conversions. This popular spreadsheet program is useful for both the office and the home. Participants will learn to create budgets and put some zip into proposals by entering data and learning the powerful calculation and sorting functions that Excel offers. Please bring a flash drive to the first meeting.
Prerequisite: Familiarity with computers
T1 T 6–9 p.m. February 19 – April 2, 2019 D116

Advanced Microsoft Excel 2013
CPT-204B $112
This course will teach advanced Microsoft Excel applications. Through instructor-led or self-paced, step-by-step instruction, participants will learn how to perform “what if” analyses, create PivotTables, exchange data with other programs and control worksheet properties and calculations. Please bring a flash drive to each class.
Prerequisite: Microsoft Excel (CPT-204)
T1 T 6–9 p.m. April 16 – May 21, 2019 D116

Microsoft Word 2013
CPT-203 $112
This class introduces students to the basics of Microsoft Word. Participants will create and edit business and personal documents, letterhead, résumés, labels and flyers. They will also learn to use the internet to access information and find clip-art, which they will incorporate into documents and flyers. Please bring a flash drive to each class.
W1 W 6–9 p.m. February 20 – April 3, 2019 D121B
Online Learning through BHCC’s Content Partners
Professional Development and Job Training Programs

ed2go ONLINE LEARNING

Discover why millions of students are making the switch to online learning. With online courses, you can study at your convenience in your preferred learning environment. Our courses and programs are highly engaging, interactive and relevant. Our instructors support you throughout the curriculum. Choose from our growing catalog of instructor-led, non-credit courses designed to teach you a new skill or refresh one.

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

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

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

WORKFORCE DEVELOPMENT HIGHLIGHT — ACADEMIC PATHWAY

The Gas Utility Technology Degree Option Program (GUT)

The Gas Utility Technology Degree Option Program (GUT) helps produce qualified individuals to replace aging baby boomers scheduled to retire from the utility industry. The 62-credit, two-year program includes paid winter intersession work experience, an eight-week paid summer internship and proctored testing by the Northeast Gas Association. Upon successful completion of this degree option, students will receive a Gas Utility Technology Degree Option Program associate in science degree and have the experience and qualifications required for a career in gas utility construction. Graduates can opt to work at Feeney Brothers. This program is offered through the Division of Professional Studies.

For more information, visit bhcc.edu/gasutility

For a complete listing of online courses and to register, go to bhcc.edu/ceonline
Online Courses in Six Weeks

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.

Human Anatomy and Physiology $115
Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry and significant events in the life span from fertilization through old age.

Medical Terminology: A Word Association Approach $115
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Speed Spanish $115
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time.

Using Social Media in Business $115
Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—to grow and promote your business.

WORKFORCE DEVELOPMENT HIGHLIGHT – CORPORATE TRAINING

The Employee Career Initiative Program @ BIDMC (Beth Israel Deaconess Medical Center)

The Employee Career Initiative program has been offered since 2007 to support employee advancement in the healthcare professions and to help fill critical healthcare jobs. Now in its tenth year, Workforce Development offers English and Science courses on-site to promising students/employees. The courses are prerequisites for many of BHCC’s healthcare programs and give students a solid foundation on which to continue their education.

For more information, visit bhcc.edu/corporatetraining

COMMUNITY EDUCATION HIGHLIGHT – LANGUAGE INSTITUTE

Basic English as a Second Language
This basic literacy course is for non-native speakers of English who want to improve their conversation, pronunciation, reading and writing skills. Students practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with group exercises and activities. Students learn grammar, basic writing skills and reading skills that include letter and word recognition, spelling and reading comprehension. Students also receive information about programs at the college including career and degree programs.

For more information, visit bhcc.edu/besl

Grammar Refresher $115
Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course.

For a complete listing of online courses and to register, go to bhcc.edu/ceonline
Online Learning
ed2Go

In-Demand Career Training Online Programs

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

Microsoft Office 2016 $2,895
This program teaches the skills you need to become a successful administrative professional and prepares you to sit for the Microsoft Office 2016 Master Certification exams.

AutoCAD 2015 with AutoCAD 3D $1,995
You will learn basic and advanced 2D and 3D functionalities for AutoCAD 2015. You will also acquire all the necessary tools to prepare for the Autodesk AutoCAD 2015 Certified Professional Exam.

Corporate Event Planner $995
Become a corporate event planner! This course provides a detailed guideline that prepares individuals to become successful event planners in the business world.

Freight Broker/Agent Training $1,895
Prepare to enter the freight/logistics industry. This program will provide the foundation to start your own freight broker business or become a freight agent.

Information Security Master Certification Training (Vouchers Included) $5,695
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.

Microsoft Web Developer $1,995
In this program you will learn web development, C Sharp, HTML, CSS, SQL Server, JavaScript, object based JavaScript, model view controller and jQuery.

Mobile and Desktop Web Developer $2,995
Students who successfully complete this career course will have developed a solid background in all the latest technologies associated with web development for both desktop and mobile environments.

Oracle SQL and PL/SQL + Python Developer + Java Programmer $2,595
Master Oracle Programming in this combined online training. As the perfect starting point for those wanting to learn SQL, PL/SQL, Java and Python programming, this program will teach you everything from the basics to advanced practices.

SSCP Systems Security Certified Practitioner (Voucher Included) $1,795
This training program is an ideal course for individuals interested in advancing their knowledge of information and systems security.

WORKFORCE DEVELOPMENT HIGHLIGHT – RETAIL MANAGEMENT ACADEMY

Bunker Hill Community College in collaboration with MASSHIRE Metro North Workforce Investment Board has launched a Retail Management Academy funded by the Chicago Cook Workforce Partnership through the Wal Mart Foundation.

The program’s goal is to train individuals for careers in the retail industry. The outcome is to transition incumbent front line retail workers to become retail managers. In the first term of its implementation the academy has helped 18 incumbent workers to advance in retail career opportunities at the retail pharmacy CVS.

For more information, visit: bhcc.edu/corporatetraining

For a complete listing of online courses and to register, go to bhcc.edu/ceonline
Online Professional Development Bundles
To register, go to: ed2go.com/bunkerhill

**QuickBooks 2016 Series** $199
Master the fundamentals and more advanced functions of QuickBooks 2016. Create statements, use batch invoicing and manage journal entries.

**Microsoft Excel 2016 Series** $324
Learn to use basic, intermediate and advanced features of MS Excel 2016.

**Microsoft Office 2016 Value Suite** $324
Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016 and Microsoft PowerPoint 2016, the three fundamental software programs used most in educational and professional settings.

**SQL Series** $174
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** $174
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** $261
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.

For more information, visit bhcc.edu/abe

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**WORKFORCE DEVELOPMENT HIGHLIGHT – ADULT EDUCATION**

**The Transitions to College Program**
The Transitions to College program is designed for students who have completed their classes through a Massachusetts Department of Elementary and Secondary Adult literacy program and want to transition to college. The eligibility requirements for the program are:
- previous enrollment in a Department of Elementary and Secondary Education grant funded adult learning program;
- completed High School Equivalency Assessment classes; High School Equivalency or a high school diploma from a foreign country; completed ESOL classes and sufficient English language proficiency to take pre-college level classes.

For more information, visit bhcc.edu/abe

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

MindEdge online courses
bhcc.mindedgeonline.com/partner/courses

Bunker Hill Community College, in partnership with MindEdge, offers engaging and effective online courses and simulations. These innovative self-paced training courses feature a narrative learning technique that includes videos, real life scenarios, case studies, expert commentary on subject matter, simulations and learner assessment tools.

The following course descriptions are a sampling of our most popular non-credit online offerings. For more information and to register, visit: bhcc.mindedgeonline.com/partner/courses

Certificate in Business Communications $299
Because corporate management and stakeholders can’t support your ideas — or recognize you for them — without first understanding what they are, communicating clearly and concisely in written and oral formats is critical to your professional success. From clarifying and structuring your ideas, to designing the PowerPoint slides that will best complement them, the techniques, interactive exercises and checklists in this suite will help you create presentations and workplace documents that inform and persuade. This certificate offers instruction in crafting many of the most common business communication formats: memos, reports, brochures, proposals, presentations, catalogs and websites. Topics include formal and informal outlining techniques, using email appropriately in an organizational setting and revising for wordiness, unnecessary phrases, redundancy and jargon.

Each of these self-paced online courses offers an assortment of interactive exercises, selected readings and self-assessments that will engage you and help you practice effective business communication. Upon successful completion, you can download and print a certificate of completion for this online course suite.

Certificate in Entrepreneurship $599
This online certificate program introduces key issues in entrepreneurship for those looking to start a business. What does it take to build and grow a business from scratch? What personal characteristics are shared by successful entrepreneurs? What types of resources are available to budding entrepreneurs, and where can you find them? Learners who complete this program will have the answers to these questions and others that are essential to the success of their businesses. This certificate program comprises five individual self-paced online courses that offer an assortment of interactive exercises, videos, selected readings, case studies and self-assessments that engage entrepreneurs and structure their learning about their field. Our “Ask the Expert” feature connects you to an expert ready to answer any content-related questions you have. Questions are answered as quickly as possible; usually within 24 hours. Upon successful completion, you can download and print a certificate of completion that lists CEU credits earned. Individual entrepreneurship courses are also available.

Certificate in Nonprofit Management $699
This online certificate program introduces learners to key management issues for nonprofit organizations. Fundraising, capital campaigns, board and volunteer development, budgeting, reading financial statements, leadership, marketing, grant writing, social media and setting strategic direction are addressed. Video commentary on these crucial topics will show how nonprofit professionals apply key concepts in their organizations.

The program comprises ten highly engaging self-paced online courses that offer an assortment of interactive exercises, videos, commentary from subject matter experts, selected readings, case studies and self-assessments that will engage you and help you practice making effective decisions in a nonprofit setting. Our “Ask the Expert” feature connects you to an expert ready to answer any content-related questions you have. Questions are answered as quickly as possible; usually within 24 hours. This course is designed for individuals seeking career opportunities in private or public nonprofits, as well as those already working in nonprofits who want to enhance and improve their leadership skills. Upon successful completion you can download and print a certificate of completion that lists the CFRE and CEU credits earned for this online course suite. Individual nonprofit courses are also available.

COMMUNITY DEVELOPMENT HIGHLIGHT – INTERNATIONAL EDUCATION

Communities of Intercultural Learning (COIL)

International and U.S. student groups can participate in a short-term study tour at Bunker Hill Community College to learn, discover and have fun in Boston. Students stay with homestay hosts to discover what life in America is like. They learn about topics that include, but are not limited to, U.S. culture, U.S. history, English, macroeconomics and entrepreneurship. Learning continues through field trips and visits to popular tourist destinations in the city. Throughout their experience, students have fun!

For more information, visit bhcc.edu/coilboston

For a complete listing of online courses and to register, go to bhcc.edu/ceonline
Bunker Hill Community College has partnered with Virtual Education Software to provide continuing education for teachers or parents online. These self-paced non-credit courses provide interactive instruction on strategies for working with children with special behavioral and learning needs. They are easy to use from your computer. Each course instructor is available for professional or technical questions during “office hours” by email or via a toll-free phone number with a guaranteed 24-hour response time. Courses are offered with accredited Professional Development Points (PDPs) that all licensed educators in Massachusetts must earn.

Following is a listing of our offerings. For course descriptions, more information and to register, go to: virtualeduc.com/bhcc

VESi courses are now tablet compatible, making it easy for you to recertify anytime, anywhere with reliable, stable online access.

For a complete listing of online courses and to register, go to bhcc.edu/ceonline
Parking Permits
Student parking is available in lots 1 and 2 on the Charlestown Campus, 7 days per week, from 6 a.m.-11 p.m. These lots are owned City of Boston and managed by ABM Parking Services. A valid parking permit or payment through the ParkMobile App is required.
ABM, the company in charge of Student Permits in Parking Lots 1 and 2, has provided instructions on how students can purchase their parking permits for the Spring 2019 Semester. The semester rate for Spring 2019 is $50.

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

Bunker Hill Community College is not responsible for any damages and/or theft of any vehicle.
For more information on parking permit or how to purchase a pass please visit bhcc.edu/parking

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 full refund. No refunds will be given after that time.

All Bunker Hill Community College students are now eligible for a BHCC OneCard from Higher One. The cards serve as official BHCC Student ID Cards. The BHCC OneCard is the only means of obtaining refunds for students not paying by credit card.

Students who wish to obtain a BHCC OneCard for refunds or for identification purposes must have their photograph taken in the Library. For further assistance with OneCard on the Bunker Hill Community College campus, please call the Library at 617-228-2213.

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

If a student has paid by credit card, refunds will automatically be credited to the same credit card.
Corporate 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.mass.edu

bhcc.edu/workforce
bhcc.edu/ce

Connect with us! @BHCCBoston

Charlestown Campus | 250 New Rutherford Avenue, Boston, MA 02129 | 617-228-2000
Chelsea Campus | 70 Everett Avenue, Chelsea, MA 02150 | 617-228-2101
Satellite Locations | East Boston · Malden · South End | Instructional Centers | Chinatown · Everett · Quincy | bhcc.edu

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

Direct all inquiries concerning the application of these regulations to Cheryl Cephas, Interim Affirmative Action Officer and Title IX and Section 504/ADA Coordinator, 250 New Rutherford Avenue, Room H193, Boston, MA 02129, by emailing ccephas@bhcc.mass.edu or by calling 617-228-3331.