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

FALL HIGHLIGHTS
Social Media Marketing
We need you! Instructors and Trainers Needed
Career in the Cannabis Industry Fall Program
Transitions to College Success
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 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 8 about our Corporate Training programs or contact us for more information.

BHCC Corporate and Community Education
Division of Workforce and Economic Development

• Community Education
• Corporate Training Center
• Adult Basic Education
• Language Institute

Charlestown Campus
H-Building, Room H109
Phone: 617-228-2462
Fax: 617-228-2080
Email: commed@bhcc.mass.edu
bhcc.edu/ce

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 2-3% service fee, depending on the course, for debit/credit payments. You can also register in person at the Division of Workforce Development and Economic 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 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. H167
October 29–December 12, 2019

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. H170
September 19–November 14, 2019

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 T 6–9 p.m. K. Enright
September 10–November 26, 2019 G140
S1 Sa 9 a.m.–3 p.m. J. Fitzgerald
09/28, 10/12, 10/26, 11/9, 11/23, 12/14 G138

SHRM Essentials of HR Management
BSN-124A $695
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. Course Length: 5 Weeks with each session being three hours in duration.
The 15 hour SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resources role and responsibilities. Newly updated in 2010, it gives participants critical knowledge...
to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues.

**H1 Th 6–9 p.m.**
**October 10–November 7, 2019**

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

BSN-126-S1 $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.**
**October 5–December 7, 2019**

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**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 T 4–7 p.m.**
**August 27–October 1, 2019,**
(six sessions at 3 hours each. Total Hours: 18)

**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. Content. (Book cost is separate and can be purchased at the college bookstore, E-Building, 4th Floor)

**01 W 4–7 p.m.**
**August 28–October 2, 2019**
(six sessions at 3 hours each. Total Hours: 18)
Arts and Careers

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
October 9–November 13, 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
October 14–December 4, 2019 H156

Bartending
WCE-301 $195
This class will present the basic principles of bar organization and equipment. Students will learn to serve drinks and cocktails properly as well as prepare frozen drinks and non-alcoholic beverages using state-of-the-art equipment. All class sessions will be conducted in a simulated bar environment. Each student will receive a certificate upon completing the course.
Su 1–4 p.m. K. Hanley
October 20–November 24, 2019
M 6–9 p.m. K. Hanley
October 13–November 17, 2019 Chelsea Campus Room 410

Osha Outreach Training Program
NON-070 $199.00
The OSHA Outreach Training Program provides workers with basic and more advanced training about common safety and health hazards on the job. Students receive an OSHA 10-hour or 30-hour course completion card at the end of the training.
01 F 10 a.m.–2 p.m. H147
November 22, 2019

Certified Personal Trainer Course with Test Voucher Included
WCE-117 $749
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.

Facebook Partnership Course:
Social Media Marketing
NON101A $400
Learn the basics of Social Media Marketing with this seven-week hybrid course (online and in-person), offered through BHCC’s partnership with Facebook. Hybrid Courses (HB) combine traditional classroom components and online learning experiences and activities. They are designed for highly motivated students with good writing skills who require the flexibility of online study but also desire some in-person classroom instruction.
NON101A T 6–8:45 p.m. Charlestown Campus, Innovation Lab
W.I.T.S. (World Instructor Training School), an approved CEU provider for the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), the International Association of Continuing Education and Training (IACET) and the American Council on Education (ACE), has recommended 3 undergraduate academic credits for this course. (Textbook not included)

SU Su 9 a.m.–2 p.m.   H172
October 12–November 23, 2019

**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.

**Basic Speak/Listen and Read/Write**

**BLL-001** $375

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

M1 M/W 6–7:50 p.m.   H-Building
S1 Sa 8:15–11:55 a.m.   H-Building
S2 Sa 12–3:40 p.m.   H-Building

**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.

01 T/Th 8–9:50 a.m.   H-Building
02 F 8–11:40 a.m.   H-Building
03 M/W 11 a.m.–12:50 p.m.   H-Building
M1 M/W 6–7:50 p.m.   H-Building
S1 SA 8:15–11:55 a.m.   H-Building

**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.

01 M/W 8–9:50 a.m.   H-Building
02 M/W 10–11:50 a.m.   H-Building
03 T/Th 11 a.m.–12:50 p.m.   H-Building
04 F 8–11:40 a.m.   H-Building
M1 M/W 6–7:50 p.m.   H-Building

**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.

02 T/Th 8–9:50 a.m.   H-Building
03 F 11:30 a.m.–3:10 p.m.   H-Building
05 M/W 11 a.m.–12:50 p.m.   H-Building
M1 M/W 6–7:50 p.m.   H-Building
S1 Sa 8:15–11:55 a.m.   H-Building
S2 Sa 12–3:40 p.m.   H-Building
SU Su 12–3:40 p.m.   H-Building
T1 T/Th 6–7:50 p.m.   H-Building
T2 T 6–9:40 p.m.   H-Building

**Speak/Listen and Read/Write Level IV**

**BSL-004** $375

(not required for entrance into Academic ESL)

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.

**02** T/TH  8–9:50 a.m.  H-Building
**S1** Sa  12–3:40 p.m.  H-Building

**Intensive English Classes**

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 fall 2019, we are offering Low Beginning (EMC-001) and High Advanced (EMC-009).

Term 1 September 17–October 25, 2019
Term 2 November 5–December 20, 2019

**Weekend Schedule for Fall 2019**

October 5, 2019–December 15, 2019

- Fall weekend option classes are 9 a.m. to 3 p.m. on Saturdays and Sundays.
- Fall weekday option classes are 3 p.m. to 8 p.m., Tuesday through Friday.

**EMC-001 002, 003, 004, 005, 006, 007, 008, 009**

<table>
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<th># of Weeks Purchased</th>
<th># of Hours of Instruction</th>
<th>Price</th>
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<td>100 hours</td>
<td>$719</td>
</tr>
<tr>
<td>6 weeks</td>
<td>120 hours</td>
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</tbody>
</table>

"**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.

For more details, schedules and to register, please visit https://bhcc.edu/ce/aupairweekendprogram/

**Computer Training**

**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)

H1 Th  6–9 p.m.  D116

November 07–December 12, 2019
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.
S1  Sa  12–3 p.m.  H155
September 28–November 2, 2019

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.

WORKFORCE DEVELOPMENT HIGHLIGHT
CAREERS IN CANNABIS

LEARN ABOUT JOBS IN THIS EMERGING MASSACHUSETTS INDUSTRY
BHCC will host an info session on careers in the Cannabis Industry. Industry experts will discuss the qualifications and attitude you need to work in this new Massachusetts industry on September 24, 2019, from 6–9 p.m. Participants will learn about upcoming career training sessions offered October 21 and 22, 2019, 6–9 p.m. For more information and to register, visit bhcc.edu/cannabis-training

For more information, visit bhcc.edu/cannabis-training
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
WE NEED YOU! THE GREATER BOSTON COMMUNITY NEEDS YOU!

Talented Instructors from Business, Industry and the Workforce

BHCC is dynamic educational institution interested in finding the best and the brightest to share your experience as a noncredit instructor, corporate trainer or adjunct instructor. Join our team and meet great students from the heart of the Greater Boston community who need your expertise and commitment to public education. To learn more contact Kristen McKenna, Dean of Workforce and Economic Development, at kpmckenn@bhcc.mass.edu or 617-228-2416

https://www.bhcc.edu/corporatetraining/workforus/

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.

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

Human Anatomy and Physiology $115
Gain a greater appreciation and understanding of the marvelous complexity of the human body.

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

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

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

For a complete listing of online courses and to register, go to bhcc.edu/ceonline
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 $3,295
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.

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

TRANSITION TO COLLEGE PROGRAM

College Pathways Successes
During the 2018-2019 academic year the Transitions to College program saw great progress with 37 students participating and 12 going on to further their college career and 25 continuing in the program. Former Adult Education and ESOL students should consider this program as an opportunity to receive hands-on academic supports, learn how to be a college student and earn up to nine college credits for free.

The Transitions to College program is designed for students who have completed their classes at an adult literacy program and want to transition to college. The eligibility requirements for the program are: 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, please contact Lamia Essofi at 617-228-2170 or visit bhcc.edu/adulted/

For more information, visit: bhcc.edu/cna-plus

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 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.

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

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.

Basic English as a Second Language is your chance to learn English and prepare for Post-Secondary Education or Work

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 learn about college admissions, career pathways and training programs.

For more information, visit bhcc.edu/besl

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

ABM, the company in charge of Student Permits in Parking Lots 1 and 2, has provided instructions on how students can purchase their parking permits for the Fall 2019 Semester. The semester rate for Fall 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 permits or how to purchase a pass please visit [bhcc.edu/parking](http://bhcc.edu/parking)
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

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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.