

THE DIVISION OF WORKFORCE AND ECONOMIC DEVELOPMENT

# Corporate and Community Education Catalog



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

## SUMMER HIGHLIGHTS

CNA plus EKG and Phlebotomy Certificate programs, p.7  
Cannabis Careers Workshop, p.7



# Bunker Hill Community College

## Corporate and Community Education

The Workforce and Community Education courses, offered through the Division of Workforce and Economic Development at Bunker Hill Community College, features credit and non-credit courses—online or in person—for individuals or for 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](http://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.

### 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](mailto:commed@bhcc.mass.edu)

[bhcc.edu/ce](http://bhcc.edu/ce)  
[bhcc.edu/workforce](http://bhcc.edu/workforce)

### Register today!

1. Go to [bhcc.edu/ce](http://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 3% 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 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.  
June 25–August 15, 2019

H174

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

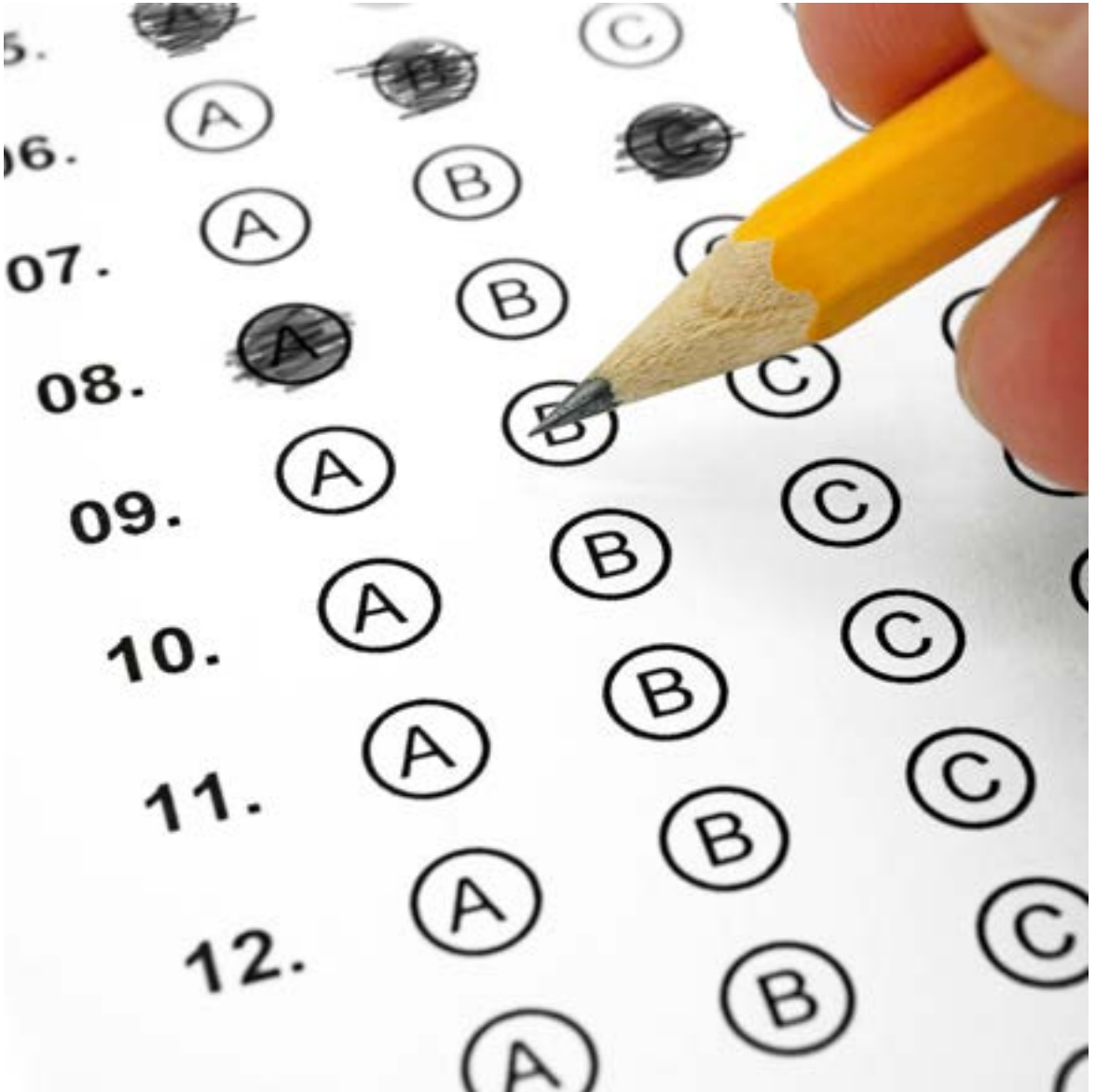
GED-104A

\$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.  
June 25–August 25, 2019

H175





## 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 boardroom or life in the community. If your goal is to earn a certificate or degree at Bunker Hill Community College, advance at work or just start to improve your English skills, the Basic ESL program is for you. Before registering online, students must first take a placement test in the Assessment Center, Room B118.

June 3–August 10, 2019

### Basic Speak/Listen and Read/Write BLL-001

**\$375**

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

K5	M/W	9 a.m.–12 p.m.	H120
L5	T/Th	6–9 p.m.	H147
K6	T/Th	12–3 p.m.	H125

### 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.

K6	M/W	9 a.m.–12 p.m.	H172
K7	T/Th	9 a.m.–12 p.m.	H125
L5	M/W	6–9 p.m.	H155
L6	T/Th	6–9 p.m.	H120

### 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.

K5	M/W	9 a.m.–12 p.m.	H155
K6	T/Th	9 a.m.–12 p.m.	H155
L6	T/Th	6–9 p.m.	H155

# English as a Second Language

## 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.

K5	M/W	9 a.m.–12 p.m.	H147
K7	T/Th	9 a.m.–12 p.m.	H156
L5	M/W	6–9 p.m.	H148
L6	T/Th	6–9 p.m.	H125

## Speak/Listen and Read/Write Level IV (not required for entrance into Academic ESL) 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.

K1	T/Th	9 a.m.–12 p.m.	H148
L5	T/Th	6–9 p.m.	H148

## Intensive English Classes

Do you need to improve your English skills quickly? Then Intensive English is for you!

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

M/T/W/Th Summer I	9 a.m.–3 p.m. June 3–July 15, 2019
M/T/W/Th Summer I	3 p.m.–9 p.m. June 3–July 15, 2019
M/T/W/Th Summer II	9 a.m.–3 p.m. July 22–August 29, 2019
M/T/W/Th Summer II	3–9 p.m. July 22–August 29, 2019

## Intensive English Classes

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

# of Weeks Purchased	# of Hours of Instruction	Price
1 week	20 hours	<b>\$149</b>
2 weeks	40 hours	<b>\$289</b>
3 weeks	60 hours	<b>\$439</b>
4 weeks	80 hours	<b>\$579</b>
5 weeks	100 hours	<b>\$719</b>
6 weeks	120 hours	<b>\$859</b>



## 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.

C1 T 6–9 p.m.  
June 18–July 23, 2019

H156



# Computer Training



## 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.

C1 M 6–9 p.m. D121B  
June 17–July 22, 2019

### 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

J1 Th 6–9 p.m. D121A  
July 11–August 15, 2019



### 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.

C1 W 6–9 p.m. TBA  
June 19–July 24, 2019



## Phlebotomy Technician Certification Program with a Clinical Externship

### CNA Plus Program Career Track NON-855-N01

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

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

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

**Student Tuition:** \$1,999 (Textbooks included)

**Prerequisite:** Students must be enrolled in a CNA program or have a license to enroll.

**Course Contact Hours:** 90 hours

**Clinical Externship Hours:** 40 hours

T/Th 6–9:30 p.m. H152  
May 28–August 29, 2019

### EKG Technician Certification Program NON-856-N02

This comprehensive 50 hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

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

**Prerequisite:** Students must be enrolled in a CNA program or have a license to enroll.

**Student Tuition:** \$1,199 (Textbooks included)

**Course Contact Hours:** 50 hours

M/W 6–9:30 p.m. H168  
June 3–July 29, 2019



## Summer Highlight

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. Participants will learn about upcoming career training sessions offered in June.

W 6–9 p.m. C202  
May 29, 2019

For more information, visit  
[bhcc.edu/cannabis-training](http://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.

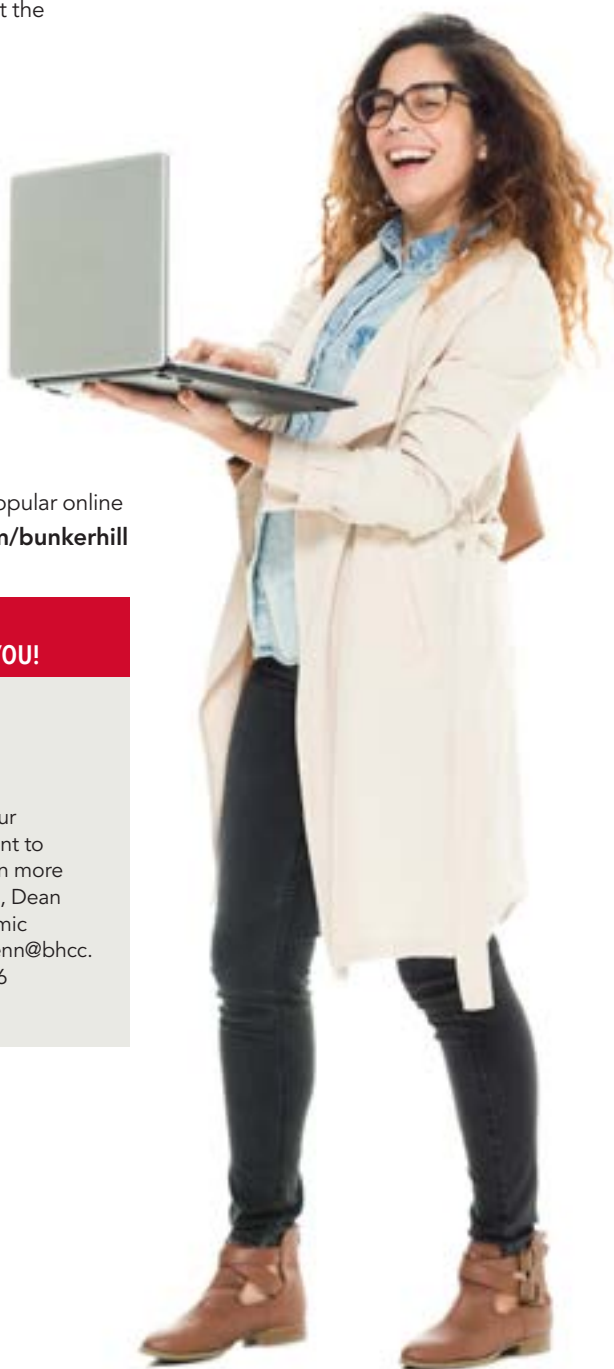
The following course descriptions are a sampling of the more popular online offerings. For more information and to register, visit [ed2go.com/bunkerhill](http://ed2go.com/bunkerhill)

#### 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 or Workforce and Economic Development, at [kpmckenn@bhcc.mass.edu](mailto:kpmckenn@bhcc.mass.edu) or 617-228-2416





## 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

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.



## 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 CERTIFIED NURSING ASSISTANT PLUS (CNA+)

### Evening EKG and phlebotomy certificates leading to certification. Complete both certificates in one summer.

Do you have a CNA license or are you currently enrolled in a CNA program? Do you need additional skills to increase your employability and career options? These two summer evening programs are your ticket to increased opportunities and potentially more pay.

The CNA Plus Phlebotomy Technician Certification Program with a 40 hour clinical experience prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students who complete this program will have the opportunity

to pursue the National Healthcareer Association (NHA) Phlebotomy Technician (CPT) Exam.

CNA Plus EKG Technician Certification Program is a comprehensive 50 hour EKG Technician Certification Program that prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams.

For more information, visit:

[bhcc.edu/cna-plus](http://bhcc.edu/cna-plus)

## Online Professional Development Bundles

To register, go to:  
[ed2go.com/bunkerhill](http://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.

## WORKFORCE DEVELOPMENT HIGHLIGHT – ADULT PATHWAYS TO COLLEGE

### The Transitions to College 2.0 Program

This is a great opportunity to become a college student with flexibility and options in a supported environment.

The Transitions to College program is designed for students who have taken classes at an adult education program and want to transition to college. The eligibility requirements for the program are:

current or previous enrollment in a Department of Elementary and Secondary Education grant-funded adult learning program; completed 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.

### 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.



## MindEdge online courses

[bhcc.mindedgeonline.com/partner/courses](http://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](http://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.

## WORKFORCE DEVELOPMENT HIGHLIGHT – LANGUAGE INSTITUTE AT BHCC

### 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](http://bhcc.edu/besl)

## 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 Summer 2019 Semester. The semester rate for Summer 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)

## 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](http://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.



imagine the possibilities

### 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](mailto:commed@bhcc.mass.edu)

[bhcc.edu/workforce](http://bhcc.edu/workforce)

[bhcc.edu/ce](http://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](http://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](mailto:ccephas@bhcc.mass.edu) or by calling 617-228-3331.