SUMMER HIGHLIGHTS

- Medical Tech Certificates EKG and Phlebotomy
- ServSafe certification and Bartending classes
- We need you! Instructors and Trainers

Refine a skill, learn a hobby or launch a new career.

Find the BHCC Community Education course that’s right for you.
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 corporate teams. Leveraging the College’s expertise and resources, the Division aims to create pathways that lead to adult learners’ personal and professional opportunities.

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. 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 complete list of courses, including additional online options, at bhcc.edu/ce. Still can’t find what you are looking for? Let us know! We are always looking for ways to expand our program offerings.

Are you looking to set up corporate training for your workplace? We can customize a training program for your organization in any area covered in this catalog and more. See the box on page XX about our Corporate Training programs or contact us for more information.

Bunker Hill Community College
Corporate and Community Education

Register today!

1. Go to Bunker Hill Community College Workforce and Community Education Course Catalog. bhcc.edu/cce-catalog/
2. Type course name or course code in Search Box.
3. Click Register button to enroll and pay. (Please confirm the correct date and time for your schedule before registering.)
4. Click New Account to register. NOTE: If you have an Elevate account, you may type in your username and password to sign in.
5. Fill in and complete all the information. Fields that have a red asterisk (*) are required.
6. Create a user account.
7. Enter credit card/debit card for payment method.
8. You will receive an email confirmation to your email.

NOTE: There is a 3% service fee, depending on the course, for debit/credit payments. You may also register in person at Student Central in the Main Campus or at the Division of Workforce and Economic Development office located in the H-Building.

Course dates and times reflected in this e-catalog are subject to change. Please consult bhcc.edu/cce-catalog for up-to-date course information.
### 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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ADULT EDUCATION
Bunker Hill Community College offers two Massachusetts Department of Elementary and Secondary Education (DESE) grant-funded programs to assist adults in developing the necessary skills in English language proficiency, acquire a High School Credential (HiSET), and gain skills to complete college courses and receive six college program credits.

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

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

Transitions to College Program
Designed for students currently or previously enrolled in an adult education program, the BHCC’s Transitions to College program or TCP is a year-long program funded by the Department of Education. TCP enables students to enroll in college-level courses by learning the essential skills needed to be successful students. Classes are offered at no cost to students; textbooks and other materials required for participation are provided.

Classes taken the first semester:
Fall semester (up to 12 credits):
• LCS-101DD-TC Your Guide to Purpose and Success (3 credits)
• CIT-110-TC Computer Applications and Concepts (3 credits)
• Optional (If needed): Developmental Math course, MAT-093 (*3 credits)
• Optional (If needed): Academic ELL1-02 (6 credits)

Spring semester (up to 15 credits):
• SOC-101-TC Principles of Sociology (3 credits)
• REL-101-TC World Religions (3 credits)
• Student selected course in their program of study (3 credits)
• Optional (If needed): Developmental Math course, MAT-097 (*3 credits)
• Optional (If needed): Academic ELL-103 (6 credits)

Summer semester:
• Optional: Developmental Math as needed (*6-12 credits)
• Optional: Academic ELL 102/103 (6-12 credits)

Institutional Credits
Transitions to College staff progress and success and connects students to the many academic and social resources the campus has to offer including, the College’s Tutoring and Academic Support Center (TASC), Library & Learning Commons, Counseling, Prevention, and Wellness Center, The Commonwealth Honors Program, and the many Student Activities and Clubs. The power of TCP is in the support students receive. Starting with the admissions process and continuing through graduation, Transitions students benefit from guidance specifically for adult learners.

Requirements:
Be a current student or graduate from an Adult Basic Education Program. Are you or did you take ESOL/HISET/GED classes in one of these programs/schools? View Adult Education program directory: www.doe.mass.edu/acls/directory.html

Application process:
1. Apply to :
• BHCC as a new student and choose a program of study (your major). Explore BHCC programs of study for Associates and certificates
• Fill out the Transitions to College forms
  – Transitions Application Form
  – Release of Information Form
• Submit this form with:
  – A copy of your high school credential OR high school diploma (if acquired outside of the U.S.). It has to be translated and certified;
Test Preparation

TEST PREPARATION

Test of English as a Foreign Language (TOEFL®) Preparation
TFL-101 $419
This course features up-to-date, realistic practice tests and cooperative learning strategies designed to familiarize students with the test format and develop test-taking strategies that improve their scores. A strong academic English background is recommended. The course curriculum is based on the TOEFL iBT® (internet-based test). Total hours: 40.
SU01 T/Th 6-8:30 p.m. ONLINE K. Donnelly May 4-June 29, 2021

High School Equivalency Test (HiSET®, formerly GED®) Preparation
GED-104AE $325
To prepare for the Massachusetts Department of Education’s HiSET, students will take practice tests and develop individualized study plans. Beginning with diagnostic testing, instruction focuses on writing, reading, math, science, and social studies. Students will use textbooks/workbooks and calculators (cost not included in course fee). There is also a separate fee for testing. Total hours: 40.
SU1 SAT 9-1:00 p.m. ONLINE O. Lisasa June 5-August 14, 2021
SU2 T/TH 6-8:30 p.m. ONLINE K. Donnelly July 6-August 26, 2021

SHRM Essentials of HR Management
BSN-124E $465
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 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 a practical learning experience: Human Resource Management, Employment Law, Recruitment and Selection, Compensation and Benefits, Employee Development, and Performance Management. Book cost is separate and must be purchased online from the college bookstore. Please visit bhcc.edu/corporatetraining/shrmessentialsforhr for book ordering instructions. Participants receive access to online tools to support their studies. Total Hours: 15 hours.
SU01 Sa 9 a.m.-2 p.m. ONLINE K. Enright June 12-June 26, 2021

PMP® Learning System for PMP Exam Preparation
BSN-126E $839
If you are interested in earning the most sought-after credential in the global project management profession, you need the best exam preparation course. At Bunker Hill Community College, our Project Management Professional (PMP®) review course includes premium quality study materials that align with the PMBOK® Guide and prepare you for the updated PMP exam. Book cost is separate and must be purchased online from the college bookstore. The cost of the book is about $539. For specific instructions to buy the book, visit bhcc.edu/pmp.
SU01 T 6-9 p.m. ONLINE M. Beard May 18-August 3, 2021

Test of Essential Academic Skills® (TEAS) Prep for Reading and Grammar
TRG-101E $189
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 online at the college bookstore. Six sessions at three hours each. Total hours: 18.
SU01 T 6-9 p.m. ONLINE C. Califano June 29-August 3, 2021

Test of Essential Academic Skills® (TEAS) Prep for Math and Science
TSG-101E $189
This course focuses on the math and science content of the Assessment Testing Institute® (ATI) TEAS® exam. (Book cost is separate and can be purchased online at the college bookstore. Six sessions at three hours each. Total hours: 18.
SU01 TH 6-9 p.m. ONLINE A. Tortorella June 24-July 29, 2021

CAREER TRAINING

ServSafe Manager Food Safety Training (One-Day)
SLF-102E $165
Recognized by more federal, state, and local jurisdictions than any other food safety certification, the ServSafe Food Protection Manager Certification Exam is
### Workforce Highlight

#### Hybrid Phlebotomy Technician Certification Program with a Clinical Externship

**Non-855E $1,799 (ebook included)**

90 hours plus 40 clinical externship hours

Phlebotomists are employed throughout the healthcare system—and the demand for phlebotomy technicians is higher than ever! This program prepares you to collect blood and other specimens from clients for laboratory analysis. The course covers process and procedures, safety protocols, quality assurance and precautions; venipuncture skills; terminology, and related anatomy and physiology. The program also includes a clinical externship opportunity to learn the profession in the field. After completing the program, you’ll be able to pursue the National Health Career Association (AHA) Phlebotomy Technician (CPT) Exam. This course is self-paced with instructor support, as needed. Once you register, you will receive the course start-up instructions and your ebook within 10 days before the class start date or sooner.

**SU01** Asynchronous (Self-Paced)
T/Th June 1–August 26, 2021

**NOTE:** If six or more students are enrolled, a dedicated instructor will be assigned to teach the cohort via Zoom sessions, and you will be notified of the class meeting schedule. Should this occur, it will most likely meet M/W, June 14–August 9, 2021, 6-7:30 p.m.

**In-Person Labs:** Please also plan for in-person labs at the Charlestown main campus in August from 6-9:30 p.m. You will receive an email regarding the dates.

#### Hybrid EKG Technician Program

**Non-856E $1,299 (ebook included)**

50 hours

The electrocardiograph (EKG) certification program course covers anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography, and stress testing. You’ll also gain practice with EKG equipment through hands-on labs. After the successful completion of this program, students will be prepared to sit for the American Society of Phlebotomy Technicians (ASPT) Certified Electrocardiograph (EKG) Technician (CET) exam. This course is self-paced with instructor support, as needed. Once you register, you will receive the course start-up instructions and your ebook within 10 days before the class start date or sooner.

**SU02** Asynchronous (Self-Paced)
M/W June 14–August 2, 2021

**NOTE:** If six or more students are enrolled, a dedicated instructor will be assigned to teach the cohort via Zoom sessions, and you will be notified of the class meeting schedule. Should this occur, it will most likely meet M/W, June 14–August 4, 2021, 6-7:30 p.m.

In-person labs at the Charlestown main campus may occur if there are six or more enrolled. Labs will take place in July from 6-9:30 p.m. You will receive an email regarding the dates.

#### Hybrid Dental Assisting Technician Program with a Clinical Externship

**Non-900E $1,299 (ebook included)**

60 hours plus 40 hours clinical externship

Begin a rewarding in-demand career with the BHCC Dental Assisting Program that familiarizes students with all areas of pre-clinical dental assisting and provides training in the professional skills required to function as an assistant in the dental practice. Topics include history of dentistry and dental assisting, introduction to the dental office; the legal aspects of dentistry; policies and guidelines. This course is self-paced with instructor support, as needed. Once you register, you will receive the course start-up instructions and your e-book within 10 days before the class start date or sooner.

**SU01** Asynchronous (Self-Paced)
M/W June 14–August 9, 2021

#### Hybrid Veterinary Assistant Program with a Clinical Externship

**NON-901E $2,099 (ebook included)**

(100 hours plus 40 hours clinical externship)

The Veterinary Assistant program introduces students to the exciting and growing field of veterinary medicine. Students will learn about the care of animals and how to recognize signs of illness and disease. This program

For a complete listing of online courses and to register, go to bhcc.edu/ceonline
also covers interpersonal communication, interaction with clients and their animals, and how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable, are also emphasized to provide the student with the skills necessary to maintain an efficient front office. This course is online and self-paced. An e-book is included. You will have access to a course instructor and mentor to assist you as needed. As part of this Veterinary Assistant program, you will be eligible to participate in a 40-hour clinical externship.

Certified Personal Trainer Course
Register online for this course by visiting tinyurl.com/bhccmass $1,299

Personal Trainer Certification Course-
 Hybrid Synchronous –
 (Virtual lectures + In-person practical skills labs)
2 Certification Levels – One Price
Get all the information needed to start an exciting fitness career & become a Certified Personal Trainer. Turn your fitness passion into a profession. Our NCCA Accredited program is even approved for three college credits towards a degree. The scheduled online lectures with a top 5-star teacher will cover 15 hours on anatomy, exercise physiology, kinesiology, biomechanics, nutrition, and more. The in-person practical skill labs role play and review essential hands-on skills to master assessing clients, stretching, warm-ups/cool-downs, exercise analysis with execution, programming design, and much more. The course includes the national test vouchers ($450 value) and extra access to our online CPT course to review lectures and labs at no additional cost! W.I.T.S. 30-hour optional employer internship (Level 2 Certification) helps walk you into jobs that very much value our unique certification. We are all about your success, and the tools we give you will help you reach that goal.

Required Textbook: (Sold Separately)
Howley, Edward T. and Thompson, Dixie L. 2017. Fitness Professional’s Handbook. 7th Edition. Publisher: Human Kinetics, Champaign, IL. The e-book costs $70 and the cost for the hardcover version is $89, plus $15.95 for shipping, and must be purchased by the student. If you have questions about ordering the book, email commed@bhcc.edu

Students applying to receive an extension of unemployment benefits must be registered for a Certificate or Associate degree program. They should obtain an application by calling the TOP Unit at 617-626-5375 (this program was formerly known as Section 30).

To be eligible for an extension of unemployment benefit, students must be registered for 12 credits per semester or 20 clock hours of non-credit training.

1. High school diploma or GED required
2. Go to the BHCC Programs of Study and type in Certificate program or Associate degree program in the search box to find more information about the program.
If you have questions about the program, please contact the program’s department to get more information.

3. Apply at bhcc.edu/admissions/applynow/ or contact Admission for more information.
For non-credit programs, please contact commed@bhcc.edu.
Admissions
Bunker Hill Community College
250 New Rutherford Avenue
Boston, MA 02129
Phone: 617-228-3398
Email: admissions@bhcc.edu

4. Take an Assessment Test.
5. Register and pay for the class or apply for financial aid.
6. Forward your TOP to Mei Ngan at mngan@bhcc.edu to assist you in completing your application.
Career Training

Bonuses Optional Lab w/ GOLD or BYE weekend
National Exam Date – August 7, 2021

**CYBERSECURITY TRAINING CERTIFICATE**

Become a cybersecurity professional by completing the Cybersecurity Training Certificate. Three courses make up this certificate. Each of the three courses meets 1-2 hours per week on a weekday. The instructor will work with the cohort to identify the time before class starts. Combined instructor-led and self-study is 25 hours per week.

**Cyber Attack & Defense: Immediate Immersion**

**NON-108E** $1,599 (Textbook sold separately)

In this six-week "on-ramp" course, you will be working as an analyst at a fictional government agency. First, you will gain experience thinking like an attacker. You will then investigate alerts by analyzing network traffic. We have designed this course to provide you with initial experience analyzing and understanding what alerts mean through practical hands-on tasks. This course requires the following textbook: Practical Packet Analysis Using Wireshark to Solve Real-World Network Problems, 3rd Edition by Chris Sanders. Order here: nostarch.com/packetanalysis3

**NON-108E-SU01** June 10–June 29, 2021

( Meeting times to be determined before the first day of class)

**NOTE:** Cyber Defender 1 and 2 are offered in the fall 2021 semester after you have completed Cyber Attack & Defense: Immediate Immersion course.

**Handson Bartending**

**WCE-301E** $289 (+ Bartending manual: $10 – students will buy on the first day of class)

Designed for anyone interested in getting a bartending job. No prior experience necessary. Students get hands-on training from industry experts in an authentic, simulated bar setup environment. Hands-on training behind an authentic bar provides students with a solid foundation of practical knowledge and skills required to start working in the industry. This course is also popular for hospitality majors and industry managers who become more effective at hiring and managing any establishment serving alcohol.

With your fellow learners, you will be mixing drinks on your first day! Topics include BAR Orientation, Tools of the Trade, Accuracy Pouring, Cocktail Preparation, Multi Liquor Drinks, Art of Shaking, Mixing Techniques, Craft Cocktail techniques, Loss prevention, Quality Control, Beer and Wine Knowledge, and Unlimited Job Coaching Workshops. NO PRIOR EXPERIENCE NECESSARY. 18 is the age required to take our bartending program and the age required by most states to bartend.

**SU01** M/T/W/Th/F 10 a.m.-2 p.m

**SU03** M/T/W/Th/F 10 a.m.-2 p.m

**SU05** M/T/W/Th/F 10 a.m.-2 p.m

**COMBO Package** (**TIPS + Hands-on Bartending Class**) $345

(+ manuals $27 – students will buy on the first day of class)

For a special price, take both the one-day TIPS course followed by the one-week Hands-on Bartending course.

**TIPS Alcohol Liability Certification**

**WCE-302E** $80 (+ TIPS manual: $17 students will purchase on the first day of class)

If you are a bartender, barback, server, or bar manager in the state of Massachusetts, this program is for you. The TIPS Alcohol Certification Course is mandated for servers and sellers of alcohol by most employers, cities, and insurance carriers in Massachusetts and is approved in All 50 States. This course will help reduce liability risk exposure. The one-day training program is designed to prevent intoxication, underage drinking, and drunk driving. TIPS teaches strategies that ensure responsible alcohol service and consumption. Topics include legal, alcohol, and intervention information and how to apply them to real-life scenarios through practical application exercises. At the end of this session, you’ll take the TIPS certification exam and, upon passing, receive your certification card in the mail. TIPS Certification must be renewed every three years.

**SU01** T 2-5:30 p.m.
June 8, 2021

**SU03** T 2-5:30 p.m.
July 13, 2021

**SU05** T 2-5:30 p.m.
August 17, 2021

**Craft Cocktails & Mixology Class**

**WCE-304E** $120 (+ materials fee of $10 will need to be paid in class)

The Craft Cocktails & Mixology Class is an entertaining, hands-on demonstration and coaching of techniques to prepare flavorful, well-balanced craft cocktails. Includes cocktail tastings and appetizers. You will be behind the bar preparing and tasting your own craft cocktails. The cocktails class is perfect for couples, cocktail enthusiasts, and home bartenders. Must be 21 years and older.

**SU03** Sa 6-8:30 p.m.
July 24, 2021

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

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, students must first take a placement test. Follow instructions on the website: bhcc.edu/bell

Basic Speak/Listen and Read/Write

BLL-001e $389
This introductory course is for non-native speakers who want to begin learning English.
K1SU M/W 9 a.m.-12 p.m.
L5SU T/Th 6-9 p.m.
June -August 14, 2021

Speak/Listen and Read/Write Level I

BEL-001e $389
This Level 1 class provides the foundation for the four primary skills of reading, writing, speaking and listening. Related skills such as vocabulary, spelling, pronunciation, meaning and usage
K6SU M/W 9 a.m.-12 p.m.
L5SU T/Th 6-9 p.m.
June 7-August 14, 2021

Speak/Listen and Read/Write Level II

BEL-002e $389
This Level 2 class will offer an integrated-skills approach to learning English. Students will read longer articles, discuss them in groups, answer comprehension questions and write paragraphs and short essays, and practice listening and speaking skills.
K5SU M/W 9 a.m.-12 p.m.
K7SU M/W 12-3 p.m.
L6SU T/TH 6-9 p.m.
June 7-August 14, 2021

Speak/Listen and Read/Write Level III

BEL-003e $389
This Level 3 class offers an integrated-skills approach to learning English. Students will read longer articles and make short presentations. They will further develop their English language proficiency in grammar and vocabulary through reading, writing, and discussion in the context of varying themes.
K5SU M/W 9 a.m.-12 p.m.
K7SU T/TH 9 a.m.-12 p.m.
L6SU T/TH 6-9 p.m.
June 7-August 14, 2021

Speak/Listen and Read/Write Level IV

BEL-004e $389
(Not required for entrance into Academic ESL)
In BEL-004, students will continue developing the primary skills they learned in BEL-001 through BEL-003. We will strengthen writing skills using 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 to interact naturally in English.
This class offers considerable practice with pronunciation and accent modification.
K1SU M/W 9 a.m.-12 p.m.
L5SU T/TH 6-9 p.m.
June 7-August 14, 2021

For a complete listing of online courses and to register, go to bhcc.edu/ceonline
THE LANGUAGE INSTITUTE
Intensive English Classes

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

Schedule for Summer 2021

Intensive English courses are 20 hours per week for seven weeks. Weekday classes are held Tuesday-Friday, 9 a.m.-2 p.m. There are four levels offered every seven-week term, from Beginner (001) to High Intermediate (004). Before registering, you must take a placement test to determine which level is best for you. If you are interested in Intensive English classes, you should call 617-228-2009 or 617-228-2462 to schedule your placement test.

The cost of a seven-week class is $1,115. You have the option to pay the entire fee before the start of classes at the time of registration, or you can pay in two or three smaller parts throughout the semester if needed. Total hours 140 hrs for seven weeks of program.

Term 1 May 19-July 3, 2021
Term 2 July 14-August 28, 2021

Intensive English for Au Pairs-Intermediate
EMC-003E $639

The goal of this intermediate-level course is to introduce learners to a variety of real-world vocabulary and text in various print and audio media; to help them recognize the explicit and the implicit meaning and humor; and to train them to generate clear, accurate, well-structured speech and writing on everyday subjects suitable for an increasingly broader range of audiences and purposes.

W1 Sa/Su 9 a.m.-3 p.m. May 19-July 3, 2021 ONLINE
W2 Sa/Su 9 a.m.-3 p.m. July 14-August 28, 2021 ONLINE

Intensive English for Au Pairs-High Intermediate
EMC-004E $639

In this high intermediate course, students, continuing as independent users of English, will understand the main ideas of complex text on both concrete and abstract topics. They will interact with a level of fluency that makes regular interaction with native speakers possible. Learners will also be able to produce clear, detailed text on a range of subjects.

W1 Sa/Su 9 a.m.-3 p.m. May 19-July 3, 2021 ONLINE
W2 Sa/Su 9 a.m.-3 p.m. July 14-August 28, 2021 ONLINE

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

NEW WORKFORCE DEVELOPMENT HIGHLIGHT:
WE NEED YOU! THE GREATER BOSTON COMMUNITY NEEDS YOU!

ATTENTION:
Talented Instructors from Business, Industry and the Workforce

BHCC is dynamic educational institution interested in finding the best and the brightest, to share your expertise 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.

New workforce training programs in Nursing Assistance/ home health aide, EMT, Info Tech and more.

To learn more contact Kristen McKenna, Dean of Workforce and Economic Development, at kpmckenn@bhcc.mass.edu or at 617-228-2416

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

- 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

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.

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 Specialist 2019 (MOS) Certification Training (Voucher included) $2,495
This course prepares you for the Microsoft Office Specialist (MOS) 2019 certification exams for Word, Excel, PowerPoint, Access, and Outlook. By course completion, you will be fully prepared for the MOS certification exams.

AutoCAD 2018 with AutoCAD 3D (voucher included) $3,295
You will learn basic and advanced 2D and 3D functionalities for AutoCAD 2018. You will also acquire all the necessary tools to prepare for the Autodesk AutoCAD 2018 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) $3,295
This online cybersecurity training course will prepare you for three globally recognized certifications: ISACA’s Certified Information Systems Auditor (CISA) and Certified Information Security Manager (CISM), and (ISC)²’s Certified Information Security Professional (CISSP).

Java Programmer $995
Learn Java programming in this training program that covers fundamental Java syntax elements and more advanced concepts.

Mobile and Desktop Web Developer $2,995
Students who successfully complete this career course will have a solid background in all the latest technologies associated with web development for both desktop and mobile environments. At the end of the program, students will be able to build traditional and mobile websites.

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

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

Online Professional Development Bundles

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

WORKFORCE DEVELOPMENT HIGHLIGHT:
UNEMPLOYED? UNDER-EMPLOYED? NEED A NEW CAREER?

BHCC partners with MASSHIRE, (details on page 5) to help unemployed and under employed workers get back to work.

But did you know that the BHCC has a rapid recovery and reemployment program too?

RRR AT BHCC

Programs such as Cisco Networking Technology, IT Support Technician, Certified Nursing Assistant and more will be offered this summer to help people get back to work with short term trainings that result in an industry recognize credential.

Some career training programs like Goggle IT may be eligible for RRR. More details to come. Please email commed@bhcc.edu to inquire.

ONLINE PROFESSIONAL DEVELOPMENT BUNDLES

To register, go to: ed2go.com/bunkerhill

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

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

Microsoft Office 2019/365 Value Suite $324
Learn to use the basic features of Microsoft Word 2019, Microsoft Excel 2019, and Microsoft PowerPoint 2019, the three fundamental software programs used most in educational and professional settings.

SQL Series $199
SQL is one of the most requested skills from today's data-driven employers. Learn the coding language in these easy-to-follow online courses.

Java Programming Series $199
If you want to learn computer programming but don't have any prior experience, you'll enjoy a tour of Java, one of the most widely used computer languages in the world.

Educator's Fundamentals Series $299
Whether you're a new teacher or a seasoned veteran, these fundamental courses will help you gain control of your classroom and teach all types of learners more effectively.

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.
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 2021 Semester. Daily Rate $10 – Park Mobile App (Zone # 5850, Zone Bunker Hill Community College) or call 877-727-5717 to make the payment/semester rate for Summer 2021 is $60.

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

For any questions or concerns, call ABM at 617-482-2487 or see the parking lot attendant.

Refund Policy
Students may cancel enrollment in a Community Education course within two (2) working days before the first class meeting and receive a full refund (a 3% service fee will not be refunded. No refunds will be given after that time.

The College may cancel a class due to low enrollment. Students will be notified 24-48 hours in advance and get a full refund.

Student Benefits
Students who register for non-credit courses through our Elevate registration platform are considered Bunker Hill Community College students. As such, you have access to all services available to you at the College. These include, but not limited to:

- WiFi Access
- Library
- Academic Computer Lab
- Fitness Center
- Student Clubs
- Language Lab
Accessing College WiFi

To access WiFi on campus, you will need to first enroll in password management. Go to spr.bhcc.edu and click "Enroll in Password Reset Tool." Your temporary password is the last six digits of your BHCC student ID number. Your user name is the first half of your BHCC email, minus the tail, @bhcc.edu. As a student, you will not be able to access campus WiFi using BHCC-Visitor. To obtain your username and temporary password, you may contact the Student Technical Support line at 617-228-3441. Once you have completed the password set up, you can access the school’s WiFi using your username and password.

Get Your BHCC Student ID Card

Students coming to campus will need a BHCC ID, so sign up now.

You may obtain your BHCC Photo ID card at the BHCC ID station at Student Central in the B Building lobby (Room B201B-ID Station Hours M-Th 8:30 a.m.-5 p.m., Fr 11 a.m.-3:30 p.m.) and bring the following:

- A printout of your registration or class schedule
- A photo ID. Forms of ID that are acceptable are:
  - University, College or School ID cards from other educational institutions
  - Government-issued ID
  - Company-issued ID
  - Native Tribal ID
  - Temporary state ID
  - Driver’s permit

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

Emergency Policy

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

bhcc.edu/alertsignup
AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY

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