

# Community Education

SPRING 2012



## Center Yourself

MEDITATION AND WELLNESS - PAGE 8



## Community Education

The Office of Community Education at Bunker Hill Community College provides a wide range of lifelong learning and enrichment opportunities for our community by offering classes and programs that are designed with you in mind. Our classes are conveniently scheduled, low cost and taught by talented professionals in their respective fields.

Regardless of your age or educational goal, there's a class that can keep you current with today's trends and technologies, help you get ahead in life and career, or just have fun!

To take these non-credit courses, there is no state residency requirement, nor is any financial aid available. Please note that you must pay in full at registration. If there is a class you would like to take or teach that is not featured, please contact us.

Office of Community Education  
Charlestown Campus, Room, M107  
Telephone: 617-228-2462 • Fax: 617-228-2080  
Website: <http://www.bhcc.mass.edu/ce>  
E-mail: [commed@bhcc.mass.edu](mailto:commed@bhcc.mass.edu)  
Office Hours: Monday-Friday, 8:30 a.m.-4:30 p.m.

For an up-to-date listing of Community Education classes, times, dates and descriptions, visit us online at <http://www.bhcc.mass.edu/ce>.

### Parking Permits

Students enrolled in short-term (5 weeks or less) non-credit courses do not have to purchase a parking permit, but they do need to request a temporary parking permit. Individuals registering by mail, phone or fax should request a permit prior

to the first class meeting by emailing the Office of Community Education ([commed@bhcc.mass.edu](mailto:commed@bhcc.mass.edu)). Vehicles parked in BHCC parking areas without a current, valid parking permit will be ticketed and/or towed. No warning notices are given.

### 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 100% refund. No refunds will be given after that time.

- All Bunker Hill Community College students are now eligible for a BHCC OneCard from HIGHERone. These cards serve as official BHCC Student ID Cards and are now the only means for obtaining refunds for students not paying by credit card. Students who wish to obtain a BHCC OneCard must go to the library to have their photo taken.
- In order to receive a refund, students must first activate their BHCC OneCard from HIGHERone ([www.bhcconecard.com](http://www.bhcconecard.com)). For assistance, please call 877-479-1731.
- If students have paid by credit card, the account will be credited automatically by the Student Payment Office.
- Students wishing to obtain a BHCC OneCard for identification purposes, follow the directions above.

For further assistance with OneCard on the Bunker Hill Community College Campus, please call 617-228-2213.

**LANGUAGE AND CULTURE**

*To register for any non-credit Basic English as a Second Language course, students must first take a placement test in the Assessment Center, Room B118. Classes begin January 30, 2012, and end May 27, 2012. Before Basic English as a Second Language students can enter academic ESL courses, they must take a placement test in the Assessment Center, Room B118.*

**BASIC ENGLISH AS A SECOND LANGUAGE**

**Basic Language Literacy I**

**BLL-001 \$219**

This literacy course is for non-native speakers of English. Students learn basic writing and reading skills such as letter and word recognition, spelling, comprehending main ideas from short readings related to employment, education and everyday life. Students learn introductory grammar structures.

M1	M,W	6-7:15 p.m.	TBA	M105A
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**Basic Conversation**

**BLL-002 \$219**

This course is for beginners who wish to improve their conversation and pronunciation skills. Students will practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with pronunciation drills. This course should be taken with BLL-001 Basic Reading/Writing.

M1	M,W	7:30-8:45 p.m.	TBA	M105A
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**Speak/Listen I**

**BSL-001 \$219**

Students will practice speaking about formal and informal topics such as employment, education and everyday life. They will complete listening exercises and answer comprehension questions. Students will read and write in this course and learn basic grammar structures. The emphasis is on general English.

O1	T,TH	8:30-9:45 a.m.	TBA	M105A
S1	Saturdays	9-11:45 a.m.	TBA	M105A
T1	Tuesdays	6-8:45 p.m.	TBA	M105A

**Read/Write I**

**BSL-002 \$219**

Students will read and write about beginning reading materials. They will learn to identify main ideas and supporting information and write sentences and paragraphs. Students will learn basic grammar structures. The emphasis is on general English.

O1	T,TH	10-11:15 a.m.	TBA	M105A
H1	Thursdays	6-8:45 p.m.	TBA	M105A
S1	Saturdays	12:15-3:00 p.m.	TBA	M105A

**Speak/Listen II**

**BSL-005 \$219**

Students will learn to speak about formal and informal topics such as work, home, school and places around town such as clinics, supermarkets and the library. They will learn to listen to and understand beginning to high-beginning listening materials and answer comprehension questions in sentences and short writings. Students will learn grammar structures. The emphasis is on general English.

O1	M,W	8:30-9:45 a.m.	TBA	M105A
O2	Fridays	8:30-11:15 a.m.	TBA	M105A
O3	M,W	11:30 a.m.-12:45 p.m.	TBA	M105A
M1	M,W	6-7:15 p.m.	TBA	M105A

S1	Saturdays	9-11:45 a.m.	TBA	M105A
T1	Tuesdays	6-8:45 p.m.	TBA	E236
T2	T,TH	6-7:15 p.m.	TBA	M105A
W1	Wednesdays	6-8:45 p.m.	TBA	E236
W2	Wednesdays	9-11:45 p.m.	TBA	B109

**Read/Write II**

**BSL-006 \$219**

Students will learn to read and understand high-beginning reading materials and answer comprehension questions. They will learn to write sentences, paragraphs and short compositions about everyday English, workplace English and academic English. Students will learn grammar structures. The emphasis is on general English.

O1	M,W	10-11:15 a.m.	TBA	M105A
O2	Fridays	11:30 a.m.-2:15 p.m.	TBA	M105A
O3	M,W	1-2:15 p.m.	TBA	M105A
H1	Thursdays	6-8:45 p.m.	TBA	E236
H2	T,TH	7:30-8:45 p.m.	TBA	M105B
M1	M,W	7:30-8:45 p.m.	TBA	M105B
S1	Saturdays	12:15-3:00 p.m.	TBA	M105B

**Reading and Writing Smartphone**

**Online for BSL Level II (Online Course)**

**BS-006A \$99**

This Smartphone/web course is for BSL level II students who want to complete the requirements on their smart phones and online to move up to level III. The course focuses on connecting reading and writing. Students will read and learn to write about formal and informal topics such as work, home, school, food, people, personality, the brain and behavior, nature and the environment, customs and traditions, inventions, American society and laws.

OL	For username and password go to: <a href="http://www.bhcc.mass.edu/mycourseaccess">www.bhcc.mass.edu/mycourseaccess</a> 03/19/12-05/14/12	TBA First Class in E451
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**Speak/Listen III**

**BSL-010 \$219**

Students will practice speaking about familiar and unfamiliar topics in different situations such as employment and education. They will practice public speaking. Students will learn to listen to and understand high-beginning to low-intermediate materials and answer comprehension questions with sentences and short writings. Students will read and write in this course and learn grammar structures. The emphasis is on academic English.

O1	T,TH	8:30-9:45 a.m.	TBA	M105B
O2	Fridays	11:30 a.m.-2:15 p.m.	TBA	M105A
O3	Fridays	8:30-11:15 a.m.	TBA	M105B
H1	Thursdays	6-8:45 p.m.	TBA	B125
M1	M,W	6-7:15 p.m.	TBA	E140
S1	Saturdays	9-11:45 a.m.	TBA	E140
T1	T,TH	6-7:15 p.m.	TBA	E140

**Read/Write III**

**BSL-011 \$219**

Students will learn to read and understand high-beginning to low-intermediate reading materials. They will learn to answer factual questions and draw inferences and conclusions. Students will learn the process writing model and write compositions with an introduction, a body and a conclusion. Students will learn grammar structures. The emphasis is on academic English.

O1	T,TH	10-11:15 a.m.	TBA	M105B
O2	MW	1-2:15 p.m.	TBA	M105B
O3	Fridays	11:30 a.m.-2:15 p.m.	TBA	M105B
M1	M,W	7:30-8:45 p.m.	TBA	M105B

# COMMUNITY EDUCATION

## No-Business-Like-Show-Business Courses

M2	Mondays	6-8:45 p.m.	TBA	E236
S1	Saturdays	12:15-3 p.m.	TBA	E140
T1	Tuesdays	6-8:45 p.m.	TBA	B125
T2	T,TH	7:30-8:45 p.m.	TBA	E140

### Grammar and Vocabulary II BSL-012 \$219

This course is for BSL-010 and BSL-011 students who wish to improve their conversation and pronunciation skills. Students will practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with pronunciation drills.

M1	Mondays	6-8:45 p.m.	TBA	B125
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**Before BSL students can enter academic ESL courses, they must take a placement test in the Assessment Center, Room B118, Charlestown Campus.**



An Introduction: Japanese Culture, Cuisine and Language

### Grammar Connections: A Way to Improve Your Grammar (Online Course) LNG-511 \$225

Grammar classes will be open to native speakers and students in level Academic ESL 3 or higher. This high-level course is for students who wish to improve their grammar and editing skills. We will cover common sentence problems such as fragments and run-ons, punctuation, mechanics, verb tenses and forms in the context of short writing assignments. ESL students who want to take this course must be tested in the Assessment Center, Room B118, Charlestown Campus.

OL For username and password go to:  
[www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess)  
1/30/12-05/27/12

N Jecmenica

### Intermediate Pronunciation LNG-515 \$225

Pronunciation class will be open to students in level Academic ESL 2 and higher. This course focuses on the pronunciation, rhythm and intonation of the English Language to enable students to communicate more clearly, effectively and naturally in English. This is ideal for students who have fluency but need to reduce their accents. Students may be required to complete assignments in the Language Lab in Room E226 in Charlestown. Prerequisite: students must register for this course in the Assessment Center, Room B118, Charlestown Campus. Minimum student enrollment of 10 and maximum of 20.

M1	Mondays	6-9 p.m.	A Fournier
	E451	01/30/12-05/12/12	

### Beginning Spanish I LNG-400 \$129

Designed for students with little or no background in the Spanish language. This course focuses on the acquisition of basic listening, speaking, reading and writing skills within a cultural framework.

T1	Tuesdays	6-9 p.m.	TBA
	M105B	02/21/12-03/27/12	

### Beginning Spanish II LNG-400A \$129

Continuation of LNG-400. Beginning Spanish II focuses on furthering the acquisition of basic listening, speaking, reading and writing skills within a cultural framework.

T1	Tuesdays	6-9 p.m.	TBA
	M105B	04/10/12-05/15/12	

### An Introduction: Japanese Culture, Cuisine and Language LNG-441 \$49

This course provides an introduction to the Japanese language, culture, cuisine, traditions and values while comparing these to other cultures. A great course for those planning a trip to Japan or interested in Japan's cuisine and culture. Learn about the Japanese language, aesthetic and social elements that have shaped modern Japanese culture and society.

SU	Sundays	12-2 p.m.	H Keiko
	Room TBA	04/22/12-05/13/12	

### Get Published—Get Creative WCE-353 \$99

Learn, study and do creative writing with published author Alex Greenfield. In this class we will examine popular and creative short stories, both new and old, as well as create our own. By the end of the semester, students will have the opportunity to have their work published in Seeing the Everyday at: <http://www.seeingtheeveryday.com>

S1	Saturdays	12-1:30 p.m.	A Greenfield
	Room TBA	03/24/12-05/05/12	

## NO-BUSINESS-LIKE-SHOW-BUSINESS COURSES

### Acting Class—Discover the Actor Within! FSR-114 \$69

This class includes challenging acting exercises and scene study. It builds the base of a solid technique to free up the emotional life and creativity of the actor. This is the springboard for the actor who wants to discover the actor within.

T1	Tuesdays	6:30-8:45 p.m.	K Shook
	E451	03/20/12-04/19/12	

### Audition Workshop—Ace Your Audition! FSR-112 \$99

This Audition Workshop will get you ready to take on any future auditions. You will learn firsthand how to audition for TV pilots, films, commercials and theater. This intensive class is run like an audition. You don't just watch—you get up and hone your auditioning skills with constructive feedback, simple hands-on techniques and fun acting exercises. You will learn how to conquer your inhibitions, stay true, get noticed and go after booking any part you want. You might even discover some hidden talents!

H1	Thursdays	6:30-8:45 p.m.	K Shook
	E451	04/05/12-05/17/12	

### From Page to Stage: A Short Course on Playwriting FSR-117 \$49

Build your skills as a writer in this introductory class on playwriting. Through writing exercises and exploration of different methods, you will create plot, characters and conflict, all essential parts of a successful play. Set your play as a comedy, romance or a tragedy—the choice is yours!

S1	Saturdays	10 a.m.-noon	K Malo
	E451	04/21/12-05/12/12	

### Introduction to Cinematography FSR-116 \$175

This workshop will take participants through the various stages of documentary filmmaking from development to post-production and delivery. There will be focus on a) generating a good idea, including key steps to research and idea development, b) an introduction to narrative and storytelling, and c) the computer basics to create and edit film. The course will involve numerous practical exercises.

H1	Thursdays	6:30-8:45 p.m.	M Chan
	E169	02/23/12-05/10/12	

### Screenwriting—Unleash the Scriptwriter in You! FSR-110 \$69

Got a true story? Got an idea? Want to turn it into a screenplay or TV pilot? Now you can in this exciting beginners scriptwriting class. You'll learn how to write and edit your script until it crackles with drama or laughter for comedy. Learn how to structure a saleable screenplay and the most effective way to get your script to the right producers or agents. Learn what the realistic expectations are for your material. You will write, share and get weekly critiques

W1	Wednesdays	6:30-8:45 p.m.	K Shook
	E451	04/04/12-05/02/12	

## TEST PREPARATION COURSES

### Ready for the GED Test?

#### General Educational Development (GED) Preparation GED-104A \$225

Prepare for the State Department of Education's High School Development Equivalency Examination. 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 up-to-date textbooks/workbooks and calculators, which are not included in the fee. 32 hour course. Separate fee for testing.

T1	Tuesdays, Thursdays	6-9 p.m.	TBA
	Room TBA	02/28/12-04/10/12	

S1	Saturdays	9 a.m.-1 p.m.	TBA
	Room TBA	03/24/12-05/12/12	

#### SHRM® Learning System: (Certification Prep Program for PHR and SPHR) BSN-124 \$1200

(includes study materials and books)

Bunker Hill is offering this program in cooperation with the Society for Human Resources Management (SHRM) as exam preparation for the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certification examinations administered by HRCI. This intensive SHRM Learning System® preparation course is designed to provide individuals with an over view of six key areas in human resource management. Materials include modules that correspond to the six functional areas, responsibilities and associated knowledge as defined by the Human Resources Certification Institute (HRCI). Please call the Community Education Office at 617-228-2462 or email ssha4746@bhcc.mass.edu to register.

T1	Tuesdays	6-9 p.m.	TBA
	Room TBA	02/14/12-05/08/12	

#### TOEFL Preparation Course TFL-101 \$225

TOEFL is open to students in level Academic ESL 2 and higher.

The TOEFL preparation course features the most up-to-date, realistic practice tests and cooperative learning strategies led by our experienced teachers. Our TOEFL course is designed to help students develop the listening, writing, speaking and reading skills required for the test. Students will learn critical thinking skills and strategies that will help them feel confident and prepared to take the test. The curriculum of this class is based on the latest version of the TOEFL test.

M1	Mondays	6-9 p.m.	TBA
	Room TBA	02/13/12-05/14/12	

## CAREER AND LIFE EDUCATION

#### Art of Networking WCE-355 \$35

A one-day networking crash course where you will learn what networking is and how it can benefit you, ten ways to leverage networking events, the right networking mindset that will set the stage for success, importance of non-verbal communication, "The Small Talk" and real-world examples on how to build professional relationships that last.

S1	Saturday	1-3 p.m.	TBA
	Room TBA	03/10/12	

#### Basics of Entrepreneurship Certificate Program BSN-201 \$249

This non-credit basics of entrepreneurship program provides information to prospective and current entrepreneurs in assisting them in starting and building a successful business. The program includes writing a business plan, basic business finance, principles of marketing, supervisory and leadership skills, principles of negotiating, writing your first contracts and should you incorporate. A certificate is granted upon completion. For more information, please contact 617-228-2462.

O1	Tuesdays, Thursdays	6-9 p.m.	TBA
	Room TBA	03/20/12-05/10/12	

#### Art of Cartooning



#### Art of Cartooning ART-305 \$40

This class uncovers all the secrets of the whimsical art of cartooning. Students will learn how to construct cartoon characters from head to toe—and most parts in between! They'll also learn how to put their characters into action, making them appear able to think and feel. By the end of the course, students will have created their own comic strips, caricatures, and even their own flipbook animation! 8 weeks.

S1	Saturdays	10 a.m.-noon	TBA
	Room TBA	02/11/12-03/31/12	

# COMMUNITY EDUCATION

## Career and Life Education

### Chakras: Energy, Emotions and Body

**FSR-421**

**\$20**

Energy is the source of all human functions. Energy imbalance can be the source of “dis-ease.” The chakras are seven major energy centers in the body that begin at the base of the spine and finish at the top of the head, storing positive and negative thoughts, feelings and emotions associated with unresolved traumas, wounds and conflicts experienced over the course of life. These experiences first affect the energy system, then filter through the physical body affecting it in a very predictable way. Most health concerns are caused by an imbalance within the chakra itself. The imbalance negatively affects physical bodily functions connected to each chakra, which, in time, can manifest as physical “dis-ease.” By understanding how energy, emotions and bodily functions are connected, it is possible to identify how and why the chakras are out of balance. Become aware how to: understand the energy system within you; identify how the strengths and fears associated with each chakra affect you; discover the connection between your organs and your energy system; learn how to regain energetic balance; and know you are energy first.

S1 Saturday 10 a.m.-noon S Bradshaw  
Room TBA 03/24/11

empowerment. This false source of empowerment slowly begins to erode your health, and slowly but surely, your busy-ness increases to a point where you may not even realize how very busy you really are. We each, in our own way, seek guidance to help us through our experiences. Yet we seem too busy, over-scheduled and internally full, unable to receive the guidance we seek. We are essentially saying, “I’d like some guidance to help me through this experience, but I’m too busy right now.” Become aware of how to decrease “busy-ness” and increase space, identify and let go, identify and delegate, simplify and embrace yourself as you are, hidden beneath the “busy-ness.”

S1 Saturday 10 a.m.-noon S Bradshaw  
Room TBA 02/25/12

### Open the Doors: Exploring Boston Art & Architecture

**ART-325**

**\$69**

Join us for a fun introduction to visual arts and visual culture in Boston. We will explore museum collections, search out public art, discover hidden gems and experience great architecture. Each entirely different walking tour will be preceded by a short slide presentation to set the stage for a fun and rewarding educational experience. You will learn a bit of Boston history, a bit of art history, and hopefully learn to enjoy the many rewards of encountering contemporary art that will last a lifetime.

S1 Saturdays 11:30 a.m.-3:30 p.m. K Farrington  
E451 04/21/12-05/12/12

### Pre-License Real Estate Sales

**WCE-473**

**\$350**

This 40-hour class is geared for the individual seeking to become a real estate salesperson. The class covers all the areas necessary to prepare participants for taking the Massachusetts Real Estate Salesperson’s examination. Students who successfully complete the mandatory 40-hour class will receive a certificate and be certified to sit for the examination. Attendance at every class is required.

M1 M,W 6-9 p.m. D Ceruolo  
Room TBA 02/15/12-05/9/12

### Principles of Special Education Laws and Regulations

**WCE-251**

**\$45**

This class is specially designed to give you the tools that you need to prepare for the educational challenges of a child who has a learning disability. In Massachusetts, the special education system is based on the federal special education law, the Individuals with Disabilities Education Act (IDEA), in combination with the state’s special education law MGL c. 71B. These laws protect students with disabilities who are eligible for special education and guarantee them an Individualized Education Program (IEP) designed to meet their unique needs. Content will include special education laws and regulations, evaluation process and timeline and what is an Individual Education Plan (IEP), what is a 504 plan?

S1 Saturday 12-3 p.m. TBA  
Room TBA 05/05/12-05/12/12

### SHRM Essentials of HR Management

**BSN-124A**

**\$499**

The 15-hour SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resource roles 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. 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.

S1 Saturdays 12-3 p.m. TBA  
Room TBA 04/14/12-05/12/12



Open the Doors:  
Exploring Boston Art  
& Architecture

### “Let’s Make an Impact on Your Career”

**Readiness Course Series**

**FNP-421**

**\$30**

#### Two Sessions

This course will cover résumé writing, cover letter and reference letter writing, the art of networking, interviewing 101 before, interviewing 101 during, interviewing 101 after/thank you email, mock panel interviewing and the phone interview, oral presentation/elevator pitch practice.

#### Session One:

S1 Saturdays 2-5 p.m. L Correa  
Room TBA 04/07/12-04/14/12

#### Session Two:

S1 Saturdays 1-4 p.m. L Correa  
Room TBA 05/12/12-05/19/12

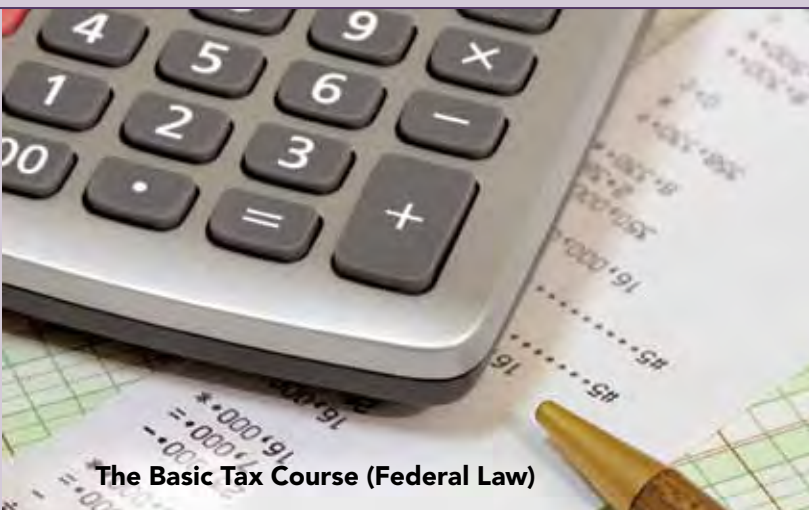
### Mind Your “Busy-ness”: A Full Calendar

**Does Not Constitute a Full Life**

**FSR-450**

**\$20**

The elimination of “busy-ness” leads to well-being. Sometimes, the busier you are the more important you feel. It is a symptom of a busy lifestyle. All business has become synonymous with busy-ness and being busy doing very important things becomes a source of personal



**The Basic Tax Course (Federal Law)**

**The Basic Tax Course (Federal Law)**  
**WCE-252** **\$500**

The Basic Tax Course (Federal Law) is designed to provide students with the education and testing skills needed to pass federal examinations. It is suitable for beginner students who want to enter the tax preparation industry for the first time while offering more experienced tax professionals the opportunity to expand and build upon their existing knowledge base. IRS will implement tax preparer competency exams. The test will cover individual 1040 tax law. Prepare for IRS Exams with the Basic Tax Course (Federal Law). College Tax School's Basic Tax Course (Federal Law) is specifically designed to prepare students for the IRS exams.

**The course is composed of two parts:**

- Part 1 covers wage and non-business income and deduction topics.
- Part 2 covers small business income and expense items as well as other more advanced 1040 topics likely to be included in the IRS examination.

Go to: <http://www.collegetaxschool.com/bunker-hill> to register for the class.

**LINKEDIN SOCIAL NETWORKING SERIES**

**LinkedIn—Just the Basics**  
**CPT-251** **\$50**

Imagine we all know lots of people who “think” they are on LinkedIn . . . but aren't sure...Or is that you? This course will give you a better understanding of the power or connections. During the class you will learn how to sign into LinkedIn, make connections, fill out a profile, search for connections on other people's profiles, join and create groups, get introduced, get applications, develop your home page, set up privacy settings and upgrade to paid features if you choose. No matter what your line of work or type of business LinkedIn can be beneficial to you! Pre-requisite: Student should have basic computer navigation skills.

S1 Saturday 1-4 p.m. N Dube  
 Room TBA 03/24/12

**Branding and Innovative Trends with LinkedIn**  
**CPT-252** **\$50**

This class is designed for more advanced students who want to optimize their LinkedIn profiles and use them for business applications. During this class you will learn how to optimize your profile for Google placement, set up and promote events, demonstrate

your expertise by answering questions as an authority, give and receive recommendations and testimonials, build a business profile and add products or services. If you want to stay on top of your connections, leverage business opportunities and keep up to date with industry news, this is the class for you!

S1 Saturday 1-4 p.m. N Dube  
 Room TBA 03/31/12

**Uncovering the Hidden Job Market with LinkedIn**  
**CPT-253** **\$50**

As business owners and managers, you are challenged to find top-quality employees. In this class you will explore how to use LinkedIn to hire employees using little to no budgetary dollars! We will cover Boolean search techniques, posting a job-start the hiring process, job search strategies, search engine optimization—why links work, résumé screening, and managing and identifying passive candidates. LinkedIn's core is business-to-business connections, but the power goes beyond the simple connections. Bonus: overview of other social media platforms such as Facebook, Twitter, Google, Bing, etc.

S1 Saturday 11 a.m.-2 p.m. N Dube  
 Room TBA 04/07/12

**CULTURAL WORKSHOP SERIES:**  
**LEARN ABOUT CURRENT ISSUES**  
**IN THE MIDDLE EAST**

**Morocco's Cultural Struggle**  
**ART-355** **\$10**

Morocco's geographical place makes it a mosaic of various cultures as many colonizers have contributed to the country's culture. The native Moroccans are called the Amazigh but are commonly referred to as Berbers (a derogatory term stemming from “barbario” or Barbarian). Historically, they have been pushed to live in harsh conditions when the colonizers took the fertile lands. To this day, the Amazigh are discriminated against, which leads to instability in the region. As North Africa and the Middle East go through their revolutions, the Amazigh in Morocco, Algeria, Libya, Nigeria, etc., see an opportunity through the political domino effect to have their voices heard as equal members of their societies.

S1 Saturday 1-3 p.m. S Aitehaj  
 E451 04/14/12

**North Africa's Identity Crisis**  
**ART-351** **\$10**

Arabization, or forced assimilation to Arabic culture, has led many Amazigh to assimilate completely since to be Muslim means to be Arab solely in Morocco. As a result, many Amazigh activists in North Africa don't want to be associated with Islam and conflict erupts between the growing secular Amazigh activists and the Islamic fundamentalists. More importantly, Amazigh movements can be seen as democratic movements, thus challenging the political leadership and perhaps even toppling it in the future, depending on the outcome of the current revolutions.

S1 Saturday 1-3p.m. S Aitehaj  
 E451 04/21/12

**Rural Moroccan Muslim Women**  
**as Catalysts for Change**  
**ART-353** **\$10**

The Amazigh Rural Moroccan woman is at the core of village society. The Amazigh women use arts such as poetry and dance as a way to preserve the disappearing Amazigh culture. More important, the Amazigh women also support their families financially, thus becoming the bread-winners of the household. This is highly significant because the Amazigh as Muslim women acquire a much greater status in

# COMMUNITY EDUCATION

## Fitness, Safety, Recreation

the household. With scarce jobs for rural men and with increasing droughts due to climate changes including desertification, which has weakened agriculture, the Amazigh women use their artistic talents to weave carpets, creating micro-businesses and improving village life economically.

S1 Saturday 1-3 p.m. S Aitehaj  
E451 04/28/12

### FITNESS, SAFETY, RECREATION

#### 50 and Fabulous: Define Your Skill to Improve Your Health and Beauty

**FSR-413B \$79**

While aging and its evidence remain life's most predictable events, it's possible to have lovely skin at any age, but skin care becomes more challenging once you reach the age of 50. This course is designated for women of age 50 and up to introduce various techniques in the art of self-care in order to promote and attain total wellbeing. Explore for yourself how you can bring out your hidden beauty and restore wellness to your life. Adapt to the changes and keep your skin looking its best by discovering various modalities to help you look and feel fabulous.

T1 Tuesdays 4-5:30 p.m. L Rizza  
Room TBA 02/28/12-04/03/12



African Drumming

#### African Drumming

**FSR-602-S1 \$69**

Discover the physical and spiritual connection in drumming with this introduction to percussion and drums. Have a great time while practicing body rhythm and counting, clapping the beat, playing a single drum and adding a second and third. Explore different meters, various polyrhythmic patterns and drum calls.

S1 Saturday 10 a.m.-1 p.m. TBA  
TBA 02/11/12-04/14/12

#### Bartending

**WCE-301 \$195**

This class will present basic principles of bar organization and equipment with a view to training students to properly serve drinks and cocktails. This class will also cover basic preparation of frozen drinks and non-alcoholic beverages using state-of-the-art equipment. All class sessions will be conducted in a simulated bar environment. Certificates of completion will be distributed.

SU Sundays 1-4 p.m. K Hanley  
E421 03/25/12-05/06/12

#### Basic Rider Course/ Motorcycle Safety Training

**FSR-725 \$275**

This is a 15-hour course (5 hours of classroom study and 10 hours of riding) designed to teach the challenge of motorcycling. Classroom sessions will cover motorcycle controls, basic riding skills, street strategies, turning and braking techniques, and dangers of impaired. Riding sessions will cover straight line riding, turning, shifting, and stopping as well as crash avoidance maneuvers. Training motorcycle (250cc or less), helmets, and course books are provided in tuition. Participants must have motorcycle learner's permit. Classes are on weekends from April to October. For more information please contact the Community Education Division at 617-228-2462 or e-mail [commmed@bhcc.mass.edu](mailto:commmed@bhcc.mass.edu).

To register for the course please contact Ironstone Ventures at 508-278-0172 or visit [www.ironstoneventures.com](http://www.ironstoneventures.com).

#### Beginning-Intermediate Tennis

**FSR-508 \$69**

This class will introduce the beginning tennis player to the fundamentals of the game. This class will cover tennis basics, forehand and backhand strokes, the stance and serve and effective net techniques. Please bring your own tennis racquets; some spare racquets will also be available. Tennis balls will be provided. Note: Our four tennis courts have been recently re-surfaced. Class is limited to 16 students.

S1 Saturdays 10 a.m.-1 p.m. TBA  
TBA 04/07/12-05/19/12

#### Capoeira: An Introduction

**FSR-615 \$69**

This folk/martial art is from Brazil and has African origins that combine traditional music with dance and self-defense. Capoeira was created in Brazil by slaves brought from Africa sometime after the sixteenth century. Participants form a circle and take turns either playing musical instruments, singing or ritually sparring in pairs in the center of the circle. The sparring is marked by fluid acrobatic play, feints and extensive use of sweeps, and kicks. Capoeira does not focus on injuring the opponent. Rather, it emphasizes skill.

T1 Tuesdays, Thursdays 6-8 p.m. N Gonzales  
GYM 04/24/12-05/10/12

#### CPR for Health Care

**FSR-106 \$67**

This one-day course covers the basic skills needed to treat airway, breathing, and cardiac emergencies in adults, children and infants. Included in the skills are one-and two-person CPR, use of a mask for ventilation and the use of the automated external defibrillator. Upon successful completion the participant will be issued an American Heart Association CPR card at the Healthcare Provider Level.

S1 Saturday 9 a.m.-1 p.m. TBA  
Room TBA 03/31/12  
S2 Saturday 9 a.m.-1 p.m. TBA  
Room TBA 04/28/12

#### Personal Fitness Trainer Certification Course

**FSR-475 \$799**

There is a shortage of personal trainers in the workforce. Come join this fun field and be a part of what ABC News.com states as the 4th hottest job in the U.S. at a national average of \$25 an hour. Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over an 8-week period for better retention and skill competency. The National Exam is held on the 9th week of this course. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of practical training and a 30-hour internship. It covers topics including: biomechanics, exercise



physiology, fitness testing, equipment usage and health assessment. CPR/AED is needed to receive the certificate. Textbook is required; purchase the textbook at 888-330-9487 or (www.witseducation.com) and start reading immediately.

S1 Saturdays 9 a.m.-2 p.m. TBA  
Room TBA 03/24/12-05/19/12

### Pilates: An Introduction

**FSR-417 \$69**

A dynamic series of precise movements and exercises that enhance your natural alignment and elongate the muscles. This course will combine the exercise and movement methodologies of the East and West. In class, we will continue to elevate fitness through constantly investigating the science of the human body. This course is taught in ideal environment where intimidation and judgments are left behind.

W1 Wednesdays 4:30-5:30 p.m. TBA  
Room TBA 03/21/12-05/09/12

### Rape Aggression Defense (RAD):

#### Women's Self-Defense Workshop

**FSR-619C \$57**

The Rape Aggression Defense system is a program of realistic self-defense tactics and techniques. This system is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, then progresses to the basics of hands-on defense training. It is not a martial arts program but does offer women instruction on physical self-defense. Minimum enrollment for this class is 16. On-site child care is available if needed for an additional nominal fee.

T1 Tuesdays 5:30-8:30 p.m. R Barrows  
GYM 03/06/12-04/03/12

### Yoga

**FSR-055 \$60**

Explore basic postures, breathing exercises and learn about other facets of Yogic philosophy. Take the opportunity to learn why Yoga is for everyone regardless of age or physical challenges. Wear loose comfortable clothing, bring a mat, a small blanket, and bottled water to class. Eight classes.

M1 Mondays 6-7 p.m. A Cameron  
Room TBA 03/19/12-04/30/12

## COMPUTER TRAINING AND CLASSES

### Introduction to Personal Computers

**CPT-201 \$112**

Designed for the beginner, this hands-on course will introduce students to personal computers. Windows, various types of software, and software basics will be covered. Students will also be introduced to naming, saving, retrieving, printing and file management. Microsoft programs will be used to cover the basics of word processing, database management and spreadsheets. Please bring a flash drive to the first meeting.

M1 Mondays 6-9 p.m. TBA  
Room TBA 02/20/12 - 04/02/12

### Microsoft Excel

**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 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.

H1 Thursdays 6-9 p.m. M Griffin  
Room TBA 02/16/12-03/29/12

S1 Saturdays 9 a.m.-noon B Chervin  
Room TBA 02/04/12-03/10/12

### Advanced Microsoft Excel

**CPT-204B \$112**

This course will teach advanced Excel applications. Through instructor-led or self-paced, step-by-step instruction, participants will learn how to perform "what if" analysis, create PivotTables, exchange data with other programs, control worksheet properties and calculations. Please bring a disk to the first class. Prerequisite: Microsoft Excel (CPT204).

H1 Thursdays 6-9 p.m. M Griffin  
D117 04/05/12-05/17/12

SU Sundays 9 a.m.-noon B Chervin  
Room TBA 03/25/12-05/06/12

### Rape Aggression Defense (RAD): Women's Self-Defense Workshop



### Microsoft Word

**CPT-203 \$112**

This class introduces students to the basics of Word. Participants will create and edit business and personal documents, letterheads, resumes, labels and flyers and learn to use the Internet to access information and clipart to incorporate into documents and flyers. Please bring a disk to the first class meeting.

F1 Fridays 6-9 p.m. B Chervin  
Room TBA 02/17/12-03/23/12

T1 Tuesdays 6-9 p.m. M Griffin  
D121B 02/14/12-03/20/12

### Microsoft PowerPoint

**CPT-208 \$112**

This course offers a step-by-step approach to learn how to design, create, edit and enhance presentations.

M1 Mondays 6-9 p.m. TBA  
D117 04/09/12-05/14/12

SU Sundays 12-3 p.m. TBA  
Room TBA 04/15/12-05/20/12

### Microsoft Access

**CPT-206 \$112**

This course provides a working knowledge of Microsoft Access, a database software program. Participants will learn how to use Access to connect and use resources on the Internet. Topics will include designing and creating databases, entering and editing data into tables, designing and using basic forms, integrating Access data with other office applications and Internet, establishing relationships between tables, finding, sorting and filtering information, creating basic queries and designing and using basic reports.

W1 Wednesdays 6-9 p.m. M Griffin  
D117 3/28/12-05/09/12

# COMMUNITY EDUCATION

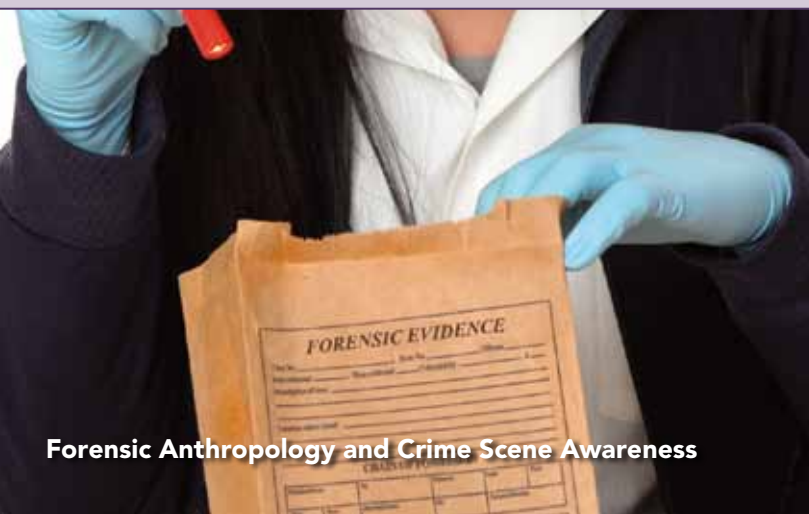
## Computer Certification Prep Courses

### HEALTH AND MEDICAL RELATED PROGRAMS

#### Forensic Anthropology and Crime Scene Awareness BSN-120 **\$30**

Ever watch Bones or C.S.I. and wonder what forensic science is really like? This course will provide an overview of techniques and procedures employed by forensic anthropologists and other crime scene investigators, culminating in the investigation of a mock crime scene. By taking this course, the student will gain an increased understanding and appreciation of forensic science and acquire a realistic perspective regarding careers glamorized by popular television programs (fiction and non-). Learn about forensic anthropology and appreciate the human skeleton. Be better prepared for jury duty on criminal cases.

S1 Saturdays 10 a.m.-noon A Wink  
Room TBA 04/14/12-04/21/12



Forensic Anthropology and Crime Scene Awareness

#### Introduction to Alternative Medicine FSR-416 **\$75**

This course examines the definition of health, explores mind-body-spirit connection in health and various therapeutic modalities, identifies strengths and limitations of alternative therapies. Also included is the development of the ability to critically review written material in the alternative therapy area.

S1 Saturdays 9-10:30 a.m. Y Anthony  
Room TBA 03/31/12-05/12/12

#### Meditation and Wellness FSR-414C **\$75**

The course examines the physiology of meditation and its effects on physical and mental health, scholastic abilities and interpersonal relationships as well as the differentiation between meditation and other relaxation techniques.

S1 Saturdays 11 a.m.-12:30 p.m. Y Anthony  
Room TBA 03/31/12-05/12/12

#### Medical Interpreting Certificate Program WCE-375 **\$999**

The need for medical and community interpreters is rapidly increasing, and so is the demand for trained professionals in the field. This 54-hour course, offered in collaboration with Transfluenci, will help prepare new and experienced interpreters to work in hospitals, health clinics, governmental agencies and more, following the standards and ethics of the profession. This program will include: overview of the

profession and professional settings, sight translation, consecutive and simultaneous interpreting practice, role-playing, note-taking techniques, readings in the field, exercises for building memory and concentration, discussion of practices, standards, and ethics, vocabulary in the medical and legal fields, advice on how to find (and keep) a job as an interpreter. This course is open to all languages, but students must be able to fully comprehend and communicate in both English and at least one other language. Because a selective interview is required before acceptance, students must register at least two (2) weeks in advance. The College will issue a certificate upon satisfactory completion of this course, and participants receiving a certificate will be given the opportunity to interview with Transfluenci for potential employment as interpreters. This program meets requirements of the International Medical Interpreters Association (IMIA) for national certification. Prior to acceptance into the course, the student must take a brief language proficiency test. The cost of the test is \$50. Please contact 413-737-1888.

T1 Tuesdays/Thursdays 6-9 p.m. TBA  
Room TBA 03/20/12-05/17/12

### COMPUTER INDUSTRY CERTIFICATION EXAM PREPARATION COURSES

#### COMPTIA 220-701 A+ ESSENTIALS CERTIFICATION EXAM PREPARATION CPT-503 **Course & Test Package: \$310**

This is an instructor led, online, web-based course that prepares students to take the first of the CompTIA A+ 220-701 Certification Examinations which measure knowledge of basic computer hardware and operating systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and preventive maintenance, with additional elements of security and soft skills. The course includes access to the Exam Force web-site for drill and practice examinations and other online and printable "Exam Cram" materials. Upon enrollment the course instructor will work with students individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the A+ 220-701 Essentials Certification Examination at any approved CompTIA Testing Center. For additional information contact ICTCertificationbhcc@gmail.com and visit www.examforce.com. There is no prerequisite for this course.

#### COMPTIA 220-702 A+ PRACTICAL APPLICATION CERTIFICATION EXAM PREP CPT-505 **Course & Test Package: \$310**

This is an instructor led, online, web-based course that prepares students to take the second of the CompTIA A+ 220-702 Certification Examinations. The 220-702 Practical Application exam measures the necessary competencies for an entry-level IT professional who has hands-on experience in the lab or in the field. Successful candidates will have the skills required to install, configure, upgrade, and maintain PC workstations, the Windows OS and SOHO networks. The successful candidate will utilize troubleshooting techniques and tools to effectively and efficiently resolve PC, OS, and network connectivity issues and implement security practices. Job titles in some organizations which are descriptive of the role of this individual may be: Enterprise technician, IT administrator, field service technician, PC or Support technician, etc. Ideally, the CompTIA A+ Practical Application candidate has already passed the CompTIA A+ Essentials examination. The course includes access to the Exam Force web-site for drill and practice examinations and other online and printable "Exam Cram" materials. Upon enrollment the course instructor will work with students individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the A+ 220-702 Practical Application Certification Examination at any approved CompTIA Testing Center. For additional information contact ICTCertificationbhcc@gmail.com and visit www.examforce.com. There is no prerequisite for this course.

### COMPTIA N10-004 NETWORK+ CERTIFICATION EXAM PREPARATION

**CPT-507**

**Course & Test Package: \$310**

This is an instructor led, online, web-based course that prepares students to take the N10-004 CompTIA Network+ Certification Examination. Network+ validates the knowledge and skills of networking professionals. It is an international, vendor-neutral certification that recognizes a technician's ability to describe the features and functions of networking components and to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure. Although not a prerequisite, it is recommended that CompTIA Network+ candidates have at least nine months of experience in network support or administration or adequate academic training, along with a CompTIA A+ certification. The course includes access to the Exam Force web-site for drill and practice examinations and other online and printable "Exam Cram" materials. Upon enrollment the course instructor will work with students individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the Network+ N10-004 Certification Examination at any approved CompTIA Testing Center. For additional information contact [ICTCertificationbhcc@gmail.com](mailto:ICTCertificationbhcc@gmail.com) and visit [www.examforce.com](http://www.examforce.com). There is no prerequisite for this course.

### COMPTIA SY0-201 SECURITY+ CERTIFICATION EXAM PREPARATION

**CPT-509**

**Course & Test Package: \$310**

This is an instructor led, online, web-based course that prepares students to take the CompTIA SY0-201 Security+ Certification Examination. Security+ is an international, vendor-neutral certification that is taught at colleges, universities and commercial training centers around the world. Although not a prerequisite, it is recommended that CompTIA Security+ candidates have at least two years on-the-job networking experience, with an emphasis on security. The CompTIA Network+ certification is also recommended. Earning a CompTIA Security+ certification demonstrates proof of knowledge and expertise in security topics, such as communication security, infrastructure security, cryptography, access control, authentication, external attack and operational/organization security. The course includes access to the Exam Force web-site for drill & practice examinations and other online and printable "Exam Cram" materials. Upon enrollment the course instructor will work with students individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the Security+ SY0-201 Certification Examination at any approved CompTIA Testing Center. For additional information contact [ICTCertificationbhcc@gmail.com](mailto:ICTCertificationbhcc@gmail.com) and visit [www.examforce.com](http://www.examforce.com). There is no prerequisite for this course.

### CISCO 640-721 WIRELESS CERTIFICATION EXAM PREPARATION

**CPT-511**

**\$219**

This is an instructor led, online, web-based course that prepares students to take the Cisco 640-721 Wireless Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other online and printable "Exam Cram" materials. Cisco Certified Network Associate Wireless (CCNA® Wireless) validates associate-level knowledge and skills to configure, implement and support wireless LANs, specifically those networks using Cisco equipment. With a CCNA Wireless certification, network professionals can support a basic wireless network on a Cisco WLAN in a SMB to enterprise network. Upon enrollment the course instructor will work with students individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the Wireless 640-721 Certification Examination at any approved Testing Center. For additional information contact [ICTCertificationbhcc@gmail.com](mailto:ICTCertificationbhcc@gmail.com) and visit [www.examforce.com](http://www.examforce.com). Prerequisite: Valid CCNA or any CCIE Certification can act as a pre-requisite for this course.

### PWO-104 CERTIFIED WIRELESS NETWORK ADMINISTRATOR (CWNA)

**CPT-513**

**\$219**

This is an instructor led, online, web-based course that prepares students to take the PWO-104 Wireless Network Administrator (CWNA) Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other online and printable "Exam Cram" materials. The CWNA exam measures the candidate's ability to understand the fundamentals of RF behavior and to describe the features and functions of WLAN components. Also tested are the skills needed to install, configure, and troubleshoot WLAN hardware peripherals and protocols. Upon enrollment the course instructor will work with students individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the CWNA PWO-104 Certification Examination at any approved Testing Center. For additional information contact [ICTCertificationbhcc@gmail.com](mailto:ICTCertificationbhcc@gmail.com) and visit [www.examforce.com](http://www.examforce.com). There is no prerequisite for this course.

### CISCO CCNA 640-802 CERTIFICATION EXAM PREPARATION

**CPT-515**

**\$399**

This is an instructor led, online, web-based course that prepares students to take the most current Cisco Systems 640-802 CCNA® Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other online and printable "Exam Cram" materials. 640-802 tests a candidate's knowledge and skills required to successfully install, operate, and troubleshoot a small to medium size enterprise branch network. CramMaster covers topics on VLSM and IPv6 addressing; extending switched networks with VLANs; configuring, verifying and troubleshooting VLANs; the VTP, RSTP, OSPF and EIGRP protocols; determining IP routes; managing IP traffic with access lists; NAT and DHCP; establishing point-to-point connections; and establishing Frame Relay connections. Upon enrollment the course instructor will work with students individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the CCNA 640-802 Certification Examination at any approved Testing Center. For additional information contact [ICTCertificationbhcc@gmail.com](mailto:ICTCertificationbhcc@gmail.com) and visit [www.examforce.com](http://www.examforce.com). There is no prerequisite for this course.

### CISCO CCNA 640-816 CERTIFICATION EXAM PREPARATION

**CPT-517**

**\$219**

This is an instructor led, online, web-based course that prepares students to take the most current Cisco Systems 640-816 CCNA® Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other online and printable "Exam Cram" materials. 640-816 tests a candidate's knowledge and skills required to successfully install, operate, and troubleshoot a small to medium size enterprise branch network. CramMaster covers topics on VLSM and IPv6 addressing; extending switched networks with VLANs; configuring, verifying and troubleshooting VLANs; the VTP, RSTP, OSPF and EIGRP protocols; determining IP routes; managing IP traffic with access lists; NAT and DHCP; establishing point-to-point connections; and establishing Frame Relay connections. Upon enrollment the course instructor will work with students individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the CCNA 640-816 Certification Examination at any approved Testing Center. For additional information contact [ICTCertificationbhcc@gmail.com](mailto:ICTCertificationbhcc@gmail.com) and visit [www.examforce.com](http://www.examforce.com). There is no prerequisite for this course.

### **CISCO CCNA 640-822 CERTIFICATION EXAM PREPARATION CPT-519**

**\$219**

This is an instructor led, online, web-based course that prepares students to take the most current Cisco Systems 640-822 CCNA® Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other online and printable "Exam Cram" materials. 640-822 tests a candidate's knowledge and skills required to successfully install, operate, and troubleshoot a small branch office network. The exam includes topics on networking fundamentals; connecting to a WAN; basic security and wireless concepts; routing and switching fundamentals; the TCP/IP and OSI models; IP addressing; WAN technologies; operating and configuring IOS devices; configuring RIPv2, static and default routing; implementing NAT and DHCP; and configuring simple networks. Upon completion of this course students will be prepared to take the CCNA 640-822 Certification Examination at any approved Testing Center. For additional information contact ICTCertificationbhcc@gmail.com and visit [www.examforce.com](http://www.examforce.com). There is no prerequisite for this course.

### **MICROSOFT WORD 2007 77-601 CERTIFICATION EXAM PREPARATION CPT-521**

**\$199**

This is an instructor led, online, web-based course that prepares students to take the most current Microsoft WORD® Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other online and printable "Exam Cram" materials. A Microsoft Office Specialist (MOS) certification helps validate proficiency in using Microsoft Office WORD and meets the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards. Upon enrollment the course instructor will work with students individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the Microsoft Office WORD 77-601 Certification Examination at any approved Testing Center. For additional information contact ICTCertificationbhcc@gmail.com and visit [www.examforce.com](http://www.examforce.com). There is no prerequisite for this course.

### **MICROSOFT EXCEL 2007 77-602 CERTIFICATION EXAM PREPARATION CPT-523**

**\$199**

This is an instructor led, online, web-based course that prepares students to take the most current Microsoft EXCEL® Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other online and printable "Exam Cram" materials. A Microsoft Office Specialist (MOS) certification helps validate proficiency in using Microsoft Office EXCEL and meets the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards. Upon enrollment the course instructor will work with students individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the Microsoft Office EXCEL Certification Examination at any approved Testing Center. For additional information contact ICTCertificationbhcc@gmail.com and visit [www.examforce.com](http://www.examforce.com). There is no prerequisite for this course.

### **MICROSOFT OUTLOOK 77-604 CERTIFICATION EXAM PREPARATION CPT-525**

**\$199**

This is an instructor led, online, web-based course that prepares students to take the most current Microsoft OUTLOOK® Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other online and printable "Exam Cram" materials. A Microsoft Office Specialist (MOS) certification helps validate proficiency in using Microsoft Office OUTLOOK and meets the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards. Upon enrollment the course instructor will work with students

individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the Microsoft Office 77-604 OUTLOOK Certification Examination at any approved Testing Center. For additional information contact ICTCertificationbhcc@gmail.com and visit [www.examforce.com](http://www.examforce.com). There is no prerequisite for this course.

### **MICROSOFT MSP 70-290 CERTIFICATION EXAM PREPARATION CPT-527**

**\$219**

This is an instructor led, online, web-based course that prepares students to take the Microsoft MCP 70-290 Server 2003 Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other online and printable "Exam Cram" materials. The Microsoft Certified Systems Administrator (MCSA) on Windows Server 2003 credential is intended for IT professionals who work in the typically complex computing environment of medium to large companies. Upon enrollment the course instructor will work with students individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the Microsoft MCP 70-290 Certification Examination at any approved Testing Center. For additional information contact ICTCertificationbhcc@gmail.com and visit [www.examforce.com](http://www.examforce.com). There is no prerequisite for this course.

### **ORACLE 1Z0-007 SQL CERTIFICATION EXAM PREPARATION CPT-529**

**\$219**

This is an instructor led, online, web-based course that prepares students to take the 1Z0-007 ORACLE SQL Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other online and printable "Exam Cram" materials. Upon enrollment the course instructor will work with students individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the ORACLE 1Z0-007 SQL Certification Examination at any approved Testing Center. For additional information contact ICTCertificationbhcc@gmail.com and visit [www.examforce.com](http://www.examforce.com). There is no prerequisite for this course.

## **ONLINE COURSES AT BUNKER HILL COMMUNITY COLLEGE**

### **NEW Online Professional Continuing Education (CE) and Licensure Courses**

Whether you are looking to fulfill your Continuing Education (CE) requirements, renew your license or gain new career skills, our expansive e-learning and training content library offers you a single-source solution for meeting your training needs. Bunker Hill, in partnership with 360training.com, is your best-in-class online solution. Choose from Insurance Pre-licensing, Financial Services CPE, Securities exam prep, Real Estate and Mortgage Broker, OSHA, Engineer CE's, Contractor Continuing Education, Safety, Healthcare Continuing Education, Food Safety and much more! Courses starting from \$25. For more information visit: <http://BHCC.360training.com>

#### **Insurance and Financial Services**

- Certified Financial Planning CE
- Insurance CE
- Insurance Pre-license/Exam Prep
- Property and Casualty
- Life and Health
- Insurance Adjuster
- Securities and Futures Prep
- Firm Element (Securities CE)

#### **Real Estate CE and Exam Prep**

- Real Estate CE
- Real Estate Exam Prep
- Real Estate Pre-License
- Title Insurance and Escrow CE

## Healthcare CE

- Cosmetology CE
- Dental CE
- Radiology CE
- Nursing CE
- Respiratory Tech CE

## Food Safety

- Food Safety Manager
- Food Safety Manager (Spanish)
- Alcohol Seller Certification

## Contractor Skills

- Electrician CE
- Engineering CE
- HVAC–A/C Boiler
- Industrial Maintenance
- Forklift Training

- Power Generation and Alternative Energy
- Industrial Instrumentation
- Machine Shop

## Occupational Health and Safety Skills

- OSHA
- HAZWOPER
- Miner Training
- AGC Construction PM
- Environmental Compliance
- ISO Training

## Green Building

- Green Infrastructure Guidelines
- Mold Inspector Certification
- Indoor Air Quality-Standard 62.1
- Alternative Energy Operation (Industrial)
- Sustainable Buildings

- Certified Environmental Specialist
- LEED Certification
- RCRA What the Law Requires
- The Clean Air Act
- The Clean Water Act

## Training Features:

- National regulatory accreditation
- State approved course curriculum
- All courses feature integrated audio, text, graphics, animation, quizzes and final assessments
- Learn at your pace
- Centralize tracking and reporting
- Completion certificates for State requirements

## EDUCATION SOFTWARE (VESI) ONLINE COURSES

Bunker Hill has partnered with Virtual Education Software to provide continuing education for teachers or parents online. These self-paced courses provide interactive instruction on strategies for working with children with special behavioral and learning needs and are easy to use from your computer. Each course instructor is available for professional or technical questions during “office hours” by email or a toll-free phone number with a guaranteed 24-hour response time. Courses are offered with accredited Professional Development Points (PDPs) that all licensed educators must earn in Massachusetts. To select a course, please go to: <http://virtualeduc.com/bhcc/>.

### All courses in this section are 30 contact hours / =30 PDPs \$199

- Advanced Classroom Management: Children as Change Agents
- Attention Deficit Disorder:
  - Information and Interventions for Effective Teaching
- Autism and Asperger’s Disorder: Information and Effective Intervention Strategies
- Child Abuse: Working with Abused and Neglected Children
- Drugs and Alcohol in Schools: Understanding Substance Use and Abuse
- Early Childhood: Family-centered Service
- Early Childhood: Observation and Assessment
- Early Childhood: Program Planning
- Early Childhood: Typical and Atypical Development
- Educational Assessment: Assessing Student Learning in the Classroom
- Ethics and Safety for Our Schools
- Harassment, Bullying and Cyber-intimidation in Schools
- Infant and Toddler Mental Health: Issues and Information for Educators

- Reading Fundamentals #1: An Introduction to Scientifically-based Research
- Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction
- Talented and Gifted: Working with High Achievers
- Traumatized Child: Strategies for Managing Disruptive Behavior
- Teaching Elementary Math Conceptually: A New Paradigm
- Violence in Schools: Identification, Prevention and Intervention Strategies

### All courses in this section are 45 contact hours/=45 PDPs \$269

- Behavior is Language: Strategies for Managing Disruptive Behavior
- Learning Disabilities: Practical Information for Classroom Teachers
- Reading Fundamentals #3: The Elements of Effective Reading Instruction and Assessment
- Understanding Aggression: Coping with Aggressive Behavior in the Classroom
- Why DI?: An Introduction to Differentiated Instruction

## ADDITIONAL ONLINE EDUCATION AND CERTIFICATE PROGRAMS

We are now offering Gatlin Education Online Career Courses. Choose from these or from many other available offerings. Check out Gatlin’s website at [www.gatlineducation.com/bhcc](http://www.gatlineducation.com/bhcc) for course descriptions, registration, instructor bios and demos. Start any time, complete the course at your convenience. You will love the quality as well as the convenience of anytime, anywhere learning.

To register and speak to a representative about loans call (877) 221-5151. Below are samples of the Online Education and Certificate Programs.

- Business and Professional
- Administrative Professional with Microsoft Office
- Administrative Professional with Microsoft Office Specialist
- Bookkeeping the Easy Way with QuickBooks
- Certified Global Business Professional
- Certified Mediator
- Certified National Pharmaceutical Representative
- e-Business Certificate: Learn the Ins and Outs of e-Commerce.
- Entrepreneurship: Start-Up and Business Owner Management
- Grant Writing
- Non-Profit Management
- Paralegal
- Records Management Certificate
- Technical Writing
- Healthcare and Fitness
- Administrative Dental Assistant
- Administrative Medical Specialist with Medical Billing and Coding +

- Medical Terminology
- Advanced Hospital Coding and CCS Prep
- HIPAA Compliance
- Medical Billing and Coding
- Nutrition for Optimal Health, Wellness and Sports
- Pharmacy Technician
- Hospitality and Gaming
- Casino Blackjack Dealer
- Casino Poker Dealer
- Certified Wedding Planner
- Interior Design
- IT and Software Development
- 3ds Max
- AutoCAD 2009
- Cisco® CCNA® Certification Training
- CompTIA™ A+ Certification Training
- Forensic Computer Examiner

# COMMUNITY EDUCATION

## Green Online Training

Microsoft Certified Desktop Support Technician (MCDST)  
Web Database Developer Webmaster  
Management and Corporate  
Lean Mastery  
Management Training  
Project Management  
Six Sigma Green Belt  
Media and Design  
Digital Arts Certificate  
Fine Arts Certificate  
Game Art Certificate  
Graphic Design with Photoshop CS4  
Multimedia Arts Certificate  
Video Game Design and Development  
Web Design Certificate  
Skilled Trades and Industrial  
Biofuel Production Operations  
Home Inspection Certificate  
HVAC Technician

Modern Automotive Service Technician  
Natural Gas Plant Operations

### Education 2 Go

Update skills, discover talents or chart a career path at your own pace and convenience! Lessons are supplemented with interactive quizzes, assignments, tutorials and online discussions. All you need is an e-mail address, web browser and required software. Registration is now a simple, one-step process!

Go to <http://www.ed2go.com/bunkerhill/> and visit the Courses page, select the course you want to take. Click on the Enroll Now button, enter your information, and pay with a credit card on the Ed2Go website.

**See all of our offerings in the following categories:**

Career and Professional  
Computers and Technology  
Writing and Publishing  
Personal Development  
Languages

## JOBS FOR THE NEW ECONOMY: GREEN ONLINE TRAINING + YOU = SUCCESS!

Bunker Hill Community College Office of Community Education, in partnership with Protrain Online, is your solution for Green/Renewable Energy training! Everyone's talking GREEN. Make it your business! Business and industry are doing their part to create healthy indoor and outdoor environments for everyone. These online courses will help you learn the skills you need to excel in the jobs for the new economy. To learn more and to register for any and all of these courses, please go to: <http://BHCC.theknowledgebase.org>

### GREEN/ RENEWABLE ENERGY COURSES

#### ENTRY LEVEL GREEN TRAINING

Intro to Building Energy Efficiency  
Green Building Sales Professional  
Green Building Technical Professional  
Green Building for Contractors  
Green Building for Contractors Level 2  
Carbon Strategies  
Sustainability 101  
Green Purchasing Fundamentals  
Fundamentals of Mold Inspection  
CSR / Green Business Practices  
Green Building for Mortgage Professionals  
Green Building for Insurance Professionals  
Green Building for Real Estate Professionals  
Green Certified Home Inspector  
Green Certified Government Leader  
Green Germ Control Specialist  
Green Landscaping  
Waste Management Coordinator  
Sustainability Planning Specialist  
Green Building for Health Care Professionals

#### LEED CERTIFICATION

LEED Green Associate  
LEED AP Operations + Maintenance (O+M)  
LEED 2009 Building Design and Construction BD+C  
LEED AP Interior Design + Construction  
Energy Efficient Design for Architects

#### INDOOR AIR QUALITY

Certified Indoor Air Quality Manager (CIAQM)  
Certified Indoor Environmentalist (CIE)  
Certified Microbial Investigator (CMI)  
Indoor Air Quality-Fundamentals of ASHRAE Standard 62.1

#### ENERGY AUDITING/WEATHERIZATION

Home Energy Analyst (HERS)  
Weatherization Energy Auditor (BPI)

Weatherization Installer Shell Technician/Installer  
Home Energy Auditor  
Commercial Energy Auditor  
Code Training/New Construction Inspection  
Energy Auditing Software Training

#### RENEWABLE ENERGY TRAINING

Fundamentals of Solar Hot Water Heating  
NABCEP Photovoltaic Entry Level Certification  
Photovoltaic System Design and Installation  
Wind Energy Technology  
Alternative Energy Operation

#### SUSTAINABILITY

Green Supply Chain Training  
Certified Sustainability Professional  
Green Supply Chain Professional  
Senior Certified Sustainability Professional  
Certified Green Specialist  
Certified Green Designer  
Certified Sustainability Officer  
Fundamentals of Sustainable Buildings  
Certified Environmental Specialist

#### ENVIRONMENTAL TRAINING

Water Treatment Operations Certificate (Standard)  
Water Treatment Operations Certificate (Complete)  
Wastewater Treatment Operations Certificate (Standard)  
Wastewater Treatment Operations Certificate (Complete)  
Solid Waste Operations Certificate

If you have questions regarding any of these classes, please contact us via the following:

Telephone: 617-228-2462  
E-mail: [commed@bhcc.mass.edu](mailto:commed@bhcc.mass.edu)  
Fax: 617-228-2080  
Visit us on the web at:  
<http://www.bhcc.mass.edu/ce>

# NON-CREDIT REGISTRATION FORM Spring 2012

## BHCC REGISTRATION FORM FOR NON-CREDIT COURSES

### Register by Phone or in Person (for Non-Credit courses)

Office of Community Education,  
Room M107, Charlestown Campus

**Phone:** 617-228-2462

Monday-Friday, 2 p.m.-4 p.m.

Have your credit card information  
ready when you call.

### Register by Fax

Fax the form and related documents  
with your credit card information to:  
617-228-2080.

Confirmation of your registration will  
be sent to you before classes begin.  
Students may register for non-credit  
courses throughout the semester.

### 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 100% refund. No refunds  
will be given after that time.

SOCIAL SECURITY NUMBER      DATE OF BIRTH      GENDER  
   -   -            -   -        M  F

STUDENT'S LAST NAME

STUDENT'S FIRST NAME

MAILING ADDRESS

CITY      STATE      ZIP

AREA CODE & HOME PHONE      AREA CODE & WORK PHONE  
   -    -         -    -

ETHNICITY (CHOOSE ONE):  Hispanic/Latino       Non-Hispanic/Latino

Race (PLEASE SELECT ONE OR MORE OF THE FOLLOWING):

AI - American Indian/Alaskan Native       AD - Black/African American       AS - Asian  
 NP - Native Hawaiian/Pacific Islander       WH - White       CV - Cape Verdean

### FOR COMMUNITY EDUCATION COURSES NOTE THE FOLLOWING:

- There is no residency requirement.
- No financial aid is available.
- You must pay in full upon registration.
- If there is a class you would like to take or teach that is not featured, please contact us.

COURSE SELECTION (SAMPLE BELOW IN COLOR)			
COURSE NUMBER	SECTION	COURSE TITLE	AMOUNT
SAMPLE WCE-473	W1	Real Estate Sales	\$211

### METHOD OF PAYMENT

- Check       Money Order  
 VISA       MASTERCARD  
 DISCOVER       AMERICAN EXPRESS

NAME \_\_\_\_\_  
ACCOUNT NUMBER \_\_\_\_\_  
EXPIRATION DATE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

Students may register for non-credit online courses through the BHCC's Office of Community Education.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**Bunker Hill  
Community College**

imagine the possibilities

**COMMUNITY EDUCATION**

Charlestown Campus, Room M107

250 New Rutherford Avenue

Boston, Massachusetts 02129

Telephone: 617-228-2462

Fax 617-228-2080

[www.bhcc.mass.edu/ce](http://www.bhcc.mass.edu/ce)

**BHCC Community Education  
offers hundreds of classes in  
the following areas:**

Basic English as a Second  
Language

Career and Life Education

Computer Training

Cultural Workshops

Fitness, Safety and Recreation

Health and Wellness

Language and Culture

Online Computer Certification

Performing Arts

Social Networking

Test Preparation

and more!