

Community Education

SUMMER 2012



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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

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). 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 percent 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). 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 June 11, 2012, and end August 11, 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

Bridge Session

**Basic Speak/Listen
BLL-001 \$229**

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 Basic Read/Write (BLL002).

L5	LEC	T,TH 6:00 p.m.-8:30 p.m.	M105B	TBA
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**Basic Read/Write
BLL-002 \$229**

This is a literacy course for non-native speakers of English. Students will 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 will learn introductory grammar structures.

L5	LEC	M,W 6:00 p.m.-8:30 p.m.	M105A	TBA
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**Speak/Listen I
BSL-001 \$229**

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.

K5	LEC	T,TH 9:00 a.m.-11:30 a.m.	B130	TBA
L5	LEC	M,W 6:00 p.m.-8:30 p.m.	E236	TBA

**Read/Write I
BSL-002 \$229**

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.

K5	LEC	M,W 9:00 a.m.-11:30 a.m.	B135B	TBA
L6	LEC	T,TH 6:00 p.m.-8:30 p.m.	E236	TBA

**Speak/Listen II
BSL-005 \$229**

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.

K5	LEC	M,W 9:00 a.m.-11:30 a.m.	B130	TBA
K6	LEC	T,TH 9:00 a.m.-11:30 a.m.	E140	TBA
L5	LEC	M,W 6:00 p.m.-8:30 p.m.	B224	TBA
L6	LEC	T,TH 6:00 p.m.-8:30 p.m.	E451	TBA

**Read/Write II
BSL-006 \$229**

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.

K5	LEC	T,TH 9:00 a.m.-11:30 a.m.	E236	TBA
K6	LEC	T,TH 2:30 p.m.-5:00 p.m.	M105A	TBA
L5	LEC	M,W 6:00 p.m.-8:30 p.m.	E451	TBA
L6	LEC	T,TH 6:00 p.m.-8:30 p.m.	B112	TBA

**Speak/Listen III
BSL-010 \$229**

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.

K5	LEC	M,W 9:00 a.m.-11:30 a.m.	B128	TBA
L5	LEC	M,W 6:00 p.m.-8:30 p.m.	E140	TBA
L6	LEC	T,TH 6:00 p.m.-8:30 p.m.	E140	TBA

**Read/Write III
BSL-011 \$229**

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.

K5	LEC	T,TH 9:00 a.m.-11:30 a.m.	B127	TBA
K6	LEC	M,W 2:30 p.m.-5:00 p.m.	M105A	TBA
L5	LEC	M,W 6:00 p.m.-8:30 p.m.	M105B	TBA
L6	LEC	T,TH 6:00 p.m.-8:30 p.m.	B130	TBA

**Grammar and Vocabulary II
BSL-012 \$229**

This course is for beginning level 3 students who wish to improve their grammar and vocabulary. Students learn new grammar structures and vocabulary in readings, and then they speak and write about the readings.

L5	LEC	T,TH 6:00 p.m.-8:30 p.m.	M105A	TBA
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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.

**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: www.bhcc.mass.edu/mycourseaccess First Class in E451 July 18-August 22	TBA
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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
 June 11-August 11

N Jecmenica



Introductory Irish Language/Culture Class

LANGUAGES

Introductory Irish Language/Culture Class
LNG-451

\$80

This beginner Irish language/culture class introduces students to the poetic sounds and cadences of the language as well as a deeper appreciation for Irish history, music, etc. No knowledge of or previous exposure to Irish is required.

C1 Tuesdays, Thursdays 6:45-8:15 p.m. M Newell
 CHAR June 5-June 28

Beginning Spanish I
LNG-400

\$129

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

C1 Tuesdays 6-9 p.m. TBA
 M105B June 5-July 10

Beginning Spanish II
LNG-400A

\$129

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

C1 Tuesdays 6-9 p.m. TBA
 M105B July 17-August 21

TEST PREPARATION

Ready for the GED Test?

General Educational Development (GED) Preparation
GED-104A

\$235

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. Separate fee for testing.

BE1 Tuesdays, Thursdays 6-8:30 p.m. B Fox
 CHAR June 12-August 2

TOEFL Preparation

TFL-101

\$235

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. C Magana
 CHAR June 11-August 13

CAREER AND LIFE EDUCATION

Getting Paid to Talk: Making Money with Your Voice
BSN-147

\$40

Have you ever been told that you have a great voice? This introduction to professional voice acting will explore numerous aspects of voice-over work for television, film, radio, audio books, documentaries and the Internet in your area. We will cover all the basics, including how to prepare the all-important demo, how to be successful and earn great income in this exciting field. Students will have the opportunity to ask questions and to hear examples of demos recorded by professional voice actors. Class participants will even have a chance to record a commercial script under the direction of our Voicecoaches.com producer. This class is informative, fun and a great first step for anyone interested in voice acting professionally.

C1 Wednesday 6:30-9 p.m. TBA
 CHAR June 27

J1 Monday 6:30-9 p.m. TBA
 CHAR July 30

Basics of Entrepreneurship
Non-Credit Certificate Program
BSN-201

\$149

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 deciding whether to incorporate. A certificate is granted upon completion. For more information, please contact 617-228-2462.

C1 Tuesdays, Thursdays 6-8 p.m. L Miranda
 CHAR June 4-July 19

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 defining an Individual Education Plan (IEP) and a 504 plan.

B1 Thursday 12-3 p.m. L D'Ambrosio
CHAR July 12 and July 19

COMPUTERS

Introduction to Adobe Creative Suite

CPT-211 \$120

This course provides an introduction to the three software design programs that comprise the Adobe Creative Suite: Photoshop, Illustrator, InDesign. Participants will learn how to use Photoshop to digitally manipulate and enhance photographs, Illustrator to create vector images for print and digital media and InDesign to create digital or print publications that combine images created in Illustrator and Photoshop with text. Prior computer experience required, familiarity with Macintosh platform helpful.

A1 Tuesdays, Thursday 10-1 p.m. A Carter, C McGlynn
CHAR June 12-June 19

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.

C1 Mondays 6-9 p.m. TBA
D117 June 11-July 16

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.

C1 Tuesdays 6-9 p.m. M Griffin
D117 June 5-July 10

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 flash drive to the first class meeting.

C1 Thursdays 6-9 p.m. M Griffin
D121B June 7-July 12

Microsoft PowerPoint 2007

CPT-208 \$112

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

J1 Wednesday 6-9 p.m. M Griffin
D117 July 11-August 15

FITNESS, SAFETY AND RECREATION

CPR for Healthcare

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.

A1 Friday 9 a.m.-1 p.m. TBA
CHAR June 22

B1 Friday 9 a.m.-1 p.m. TBA
CHAR August 10

Yoga at Lunch

FSR-101 \$60

Explore basic postures, breathing exercises and learn about other facets of Yogic philosophy. Learn Pranayama, a Sanskrit word meaning "extension of the life force." 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.

A1 Tuesdays, Thursdays 12 noon-1 p.m. J Cusick
GYM June 5-June 28

Zumba Fitness: (open to all fitness levels) ages 18+

NCD-618C \$50

Learn basic Latin dances/rhythms with easy-to-follow moves. The routines feature interval/resistance training to fast and slow rhythms. Zumba will tone and sculpt the entire body while burning fat and calories. COME JOIN THE PARTY!!

C1 Mondays, Wednesdays 6-7 p.m. TBA
GYM July 18-August 10



Zumba Fitness

Pilates—An Introduction

FSR-417 \$99

Explore the 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 investigating the science of the human body. This course is taught in an environment where intimidation and judgments are left behind.

B1 Mondays, Wednesdays 12 noon-1 p.m. TBA
GYM July 9-August 1

**Motorcycles: 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 breaking techniques. 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 a motorcycle learner's permit. Classes are on weekends from April-October. To register for the course please contact Ironstone Ventures at 508-278-0172 or visit www.ironstoneventures.com

MEDICAL AND HEALTHCARE

**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.

T1 Tuesdays, Thursdays 6-9 p.m. TBA
 CHAR June 19-August 16

Rape Aggression Defense (RAD) Women's Self-Defense



**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. Onsite child care is available if needed for an additional nominal fee.

C1 Tuesdays 6:30-8:30 p.m. R Barrows
 GYM June 21-July 26

**Tennis—Beginning Level
 FSR-508**

\$129

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 return stance, the serve, scoring, and effective net techniques.

A1 Saturdays 9-11 a.m. TBA
 CHAR June 16-August 4
 A2 Saturdays 11:30 a.m.-1:30 p.m. TBA
 CHAR June 16-August 4

PERSONAL ENRICHMENT

**The Purpose of Fears
 SLF-331**

\$20

Understanding the purpose of fears is key to overcoming them. Misunderstanding fears leaves you immobilized. When you are physically, mentally, emotionally or spiritually threatened, you react with fear. Although there are varying degrees of fear, there are only four reactions: anger, anxiety, guilt and depression. Knowing the sometimes painful outcome of these reactions, it can be hard to believe they all have purpose and play an important role in daily life. Become aware of how to: discover the four basic fears; identify the issue hidden behind the fear; learn how to experience fear rather than react; understand the message; live the lesson, not the issue.

B1 Thursday 10 a.m.-12 noon S Bradshaw
 B224 July 12

**Promises, Promises
 SLF-333**

\$20

Making and keeping promises to yourself leads to trust in all your choices. Compromising yourself puts you at great risk. Today, there is pressure not to put yourself first, not to keep the promises you've made to yourself. This often causes you to put others' needs before your own. In doing so, you may treat others better than yourself, or, worse, you may begin to lose your sense of self as you compromise your integrity. Your integrity and personal code of honor come from trust in yourself. The stronger you trust in yourself, the easier it is to make the choices that lead to well-being. Become aware of how to: identify all your lifetime promises; understand their role in your daily life; differentiate between promises and rules; re-prioritize, adjust and learn to eliminate your promises; discover that your promises affect your whole being.

B1 Thursday 10 a.m.-12 noon S Bradshaw
 D216 August 16

Reach for Your Stars: An Introduction to Astrology
SLF-421 **\$60**

Discover why Aries, Taurus, Cancer, Leo, etc., see life differently. This introductory class covers the basics of astrology: what it is, what it does and the meanings of the planets and signs. Students who provide their date, time and place of birth will have their charts calculated, which will serve as a learning tool. Each session includes time for questions.

J1 Thursdays 7-9 p.m. J Levine
CHAR July 19 and July 26

Keeping the Score: Introduction to Film Music
SLF-423 **\$105**

Music has been accompanying movies since the beginning of cinema. Yet, the complex art of film scoring remains to be discovered by a broader public. Keeping the Score will introduce its audience to the history of motion picture accompaniment and demonstrate the most renowned film scores by Hollywood composers. Through class discussion and multiple screenings, we will get acquainted with Max Steiner's *King Kong* (1933), David Raksin's *Laura* (1944), Bernard Herrmann's *Psycho* (1960) and other famous classical scores. We will also learn about contemporary film composers and examine works by John Williams (*Jaws*, *Memoirs of a Geisha*), Danny Elfman (*Batman*, *Mission: Impossible*), Howard Shore (*The Lord of the Rings Trilogy*; *Hugo*), Michael Giacchino (*Ratatouille*, TV series *Lost*). Delving into the world of contemporary soundtrack, we will question the controversy with the recent Oscar winner *The Artist* (2011) and its director's use of the section from Bernard Herrmann's *Vertigo*. By comparing the old masters with the film music world of today, we will look at the multiple roles and functions of music and its indispensable contribution to the cinematic narrative.

BE1 Tuesdays 6:30-8 p.m. J Goryuchkina
CHAR June 5-August 7

The Feminine Touch:
Women Film Directors in Hollywood
SLF-425 **\$125**

In this class, we will enjoy the most intriguing films scripted and directed by women filmmakers. Our discussions will aim at solving the puzzle: what makes a woman's picture different. By analyzing multiple films, we will address the key elements of style, background and historical circumstances behind the major productions, and the recurrent themes in women's cinema. Our main body of screenings will focus on the significant Hollywood directors, including such pioneers as Dorothy Arzner (*Christopher Strong*, 1933; *Craig's Wife*, 1936), Ida Lupino (*Not Wanted*, 1949; *The Bigamist*, 1953) and the names which became popular with critics and audiences after the fall of the studio system (Penny Marshall, Barbara Streisand, Susan Seidelman and Sofia Coppola). We will contrast the works of mainstream women in cinema with independent efforts by Barbara Loden and poetic films by Maya Deren, author of the avant-garde classic, *Meshes of the Afternoon* (1943). Through screenings and comparative analysis, we will learn about the defining elements behind the big-budget production, executed in a framework of a major studio, versus the work of art produced independently.

BE1 Thursdays 6:30-8:30 p.m. J Goryuchkina
CHAR June 7-August 9

**CAREER, ENTREPRENEURSHIP
AND LIFE EDUCATION**

Creating Your Success
WCE-311 **\$50**

What do Steve Jobs (Apple, Inc.), Bill Gates (Microsoft), Mark Zuckerberg (Facebook), and Thomas Edison (world's greatest inventor) all have in common? They all had goals and worked at creating their



Reach for Your Stars: An Introduction to Astrology

successes. You have the same abilities to create success; you just need to learn how to use them. In *Creating Your Success*, you will learn: learned limitations that stop most people from getting what they want in life and how to overcome them; training your mind for success; finding your passion, creating goals and the best way to achieve them.

J1 Wednesdays 6-8 p.m. R Torres
CHAR July 11-25

From Job Elimination to Career Reinvention
WCE-313 **\$100**

This course is a personal and professional reinvention from the inside out, designed for women ages 40 to 60-ish who have been displaced from the workplace for more than one year. Self-esteem and body image assessment, evaluating skill sets, networking, ramping up on industry knowledge, using social media, niche positioning, thought leadership, referrals and recommendations will be explored.

B1 Wednesday 10-11:30 a.m. E Moricz
CHAR July 11-August 8

Fundraising for Non-Profit Organizations
FNF-301 **\$100**

Learn how to be a fundraiser by exploring the following topics: new territory prospect development, donor cultivation and stewardship, special events, online auctions, e-newsletters, partnering with board members and key stakeholders, obtaining sponsorships, creating and using social media (LinkedIn, Facebook, Twitter, Pinterest), annual and holiday appeals, and planned giving alternatives.

B1 Mondays 10-11:30 a.m. E Moricz
CHAR July 9-August 6

Introduction to Documentary Filmmaking
FSR-113A **\$175**

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

C1 Wednesdays 2:30-4:30 p.m. M Chan
E169 June 7-August 23

COMMUNITY EDUCATION

Early Childhood Development

Marketing for Small Business Entrepreneurs FNP-303

\$50

This workshop will teach entrepreneurs a series of successful techniques to market their businesses with limited budgets. Topics will include: how to identify your unique sales advantage; how to get your website noticed; how to use social networking to generate new customers; how to get free advertising, promotion, and referrals; how to utilize paid advertising without wasting money. This course is taught by a seasoned marketing consultant who has helped hundreds of small business owners develop and build their companies in a challenging economy. Students will walk away with a list of actionable tasks that can be put to use immediately. It is recommended that students bring a laptop, tablet or Smartphone to the workshop. Prerequisite: students should have basic computer navigation skills.

J1	Wednesday CHAR	6-9 p.m. August 15	J White
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Practical Financial and Legal Literacy FNP-305

\$250

Practical Financial and Legal Literacy will enable participants to make sound economic decisions in their daily lives. Participants will learn how to earn, save and manage money; how to manage credit and debt; how to properly use credit and debit cards; how to deal with financial institutions; how to protect their assets; how to achieve financial freedom. They will also learn about consumer laws, employment laws, landlord/tenant and basic real estate law, and entrepreneurship. Includes all books and materials.

J1	Tuesdays, Thursdays CHAR	6-8 p.m. July 31-August 16	C Turner
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Online Marketing and Social Media for Small Businesses BSN-221

\$100

We will discuss how to build a successful online presence and delve into the best way to use each medium. The course will include exercises on web site planning, building a Facebook fan page, creating a LinkedIn profile and developing an effective electronic newsletter.

BD1	Tuesdays CHAR	9:30-11:30 a.m. July 17-August 7	L Greer
BE1	Tuesdays CHAR	6:30-8:30 p.m. July 17-August 7	L Greer

Oral Communication for Health Professionals WCE-359

\$75

Students will learn and practice correct and appropriate use of formal and informal, technical and non-technical speech styles, what the features of these speech styles are, and how to observe and use speech styles of healthcare professionals. Specific skills that will be addressed include: the correct use of English grammar to sound appropriately professional when speaking formally; increased ability to comprehend and respond to technical and non-technical medical and spoken English in healthcare settings with increased confidence; appropriate strategies for preventing and repairing communication breakdown; effective delivery of professional level oral presentations

A1	Mondays, Wednesdays G140	1-4 p.m. June 4-July 12
A2	Tuesdays, Thursdays G140	1-4 p.m. June 4-July 12
B1	Mondays, Wednesdays G140	1-4 p.m. July 16-August 23
B2	Tuesdays, Thursdays G140	1-4 p.m. July 16-August 23

EARLY CHILDHOOD DEVELOPMENT INSTITUTE

The Department of Early Childhood, Education and Human Services at Bunker Hill Community College has created the Early Childhood Development Institute to offer non-credit modules of training for staff currently employed in early care and education programs. These non-credit courses will advance participants knowledge and skill development beyond the traditional beginning courses to cover more advanced areas of training. These advanced areas will allow staff to expand their knowledge to deeper levels of understanding helping to push programs in early childhood and their staff to a higher quality of care for children and families in the Greater Boston area.

Infant/Toddler Interactions

Continuing the journey of understanding growth and development and the need for respect of the infant/toddler child and his/her development these modules focus on the very young child and his/her needs for care and nurture, guidance and discipline, language stimulation and supportive relationships. Course prerequisite: Students must have taken Child Growth and Development (ECE103) or an equivalent course prior to registering for any modules in this course.

Those students who successfully complete all four modules will be able to petition the Prior Learning Assessment Program at BHCC for college credit (3 credits) for ECE-003 Early Childhood Elective that can be applied as career elective credit in the A.S. degree program in Early Childhood Development.

Beyond the Basics: Respecting the Infant/Toddler Child ECI-301

\$110

The infant/toddler child has many needs and is growing quickly. Move beyond the basics of development to consider the deeper needs for respect and the essential needs for connections and attachments with the adults who nurture and care for them. Participants must have taken a course in Child Growth and Development prior to registering for this course. 4 weeks (10 hours)

C1	Tuesdays G227	6:30-9 p.m. June 5-26	R Rzezuski
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Language and the Infant/Toddler: Why and How? ECI-302

\$110

The infant/toddler child has many needs. The development of language is key to the development of the young child. Brain growth is rapid and language plays an important role in helping children to move toward their potentials for optimal growth and development. Learn the reasons this is so critical and how to engage children with language before they can even talk. Participants must have completed ECI-301 prior to registering in this course. 4 weeks (10 hours)

J1	Tuesdays G227	6:30-9 p.m. July 10-31	R Rzezuski
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Supportive Relationships and Curriculum: Expanding the Infant/Toddler Connection ECI-303

\$110

The infant/toddler child is capable of rapid learning and growth. The world around the child is stimulating and exciting. But the connections and supportive relationships surrounding the child play the most important part to allow the curriculum and learning to work well. Learn the ways to expand these connections and to nurture the infant/toddler. Participants must have completed ECI-301 and ECI-302 prior to registering in this course. 4 weeks (10 hours)

J1	Tuesdays G227	6:30-9 p.m. August 7-28	R Rzezuski
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**Coaching and Mentoring:
Working with Infant/Toddler Groups
ECI-304**

\$135

This course will allow students to use knowledge and practice skills learned in the earlier modules and to have one-on-one coaching and mentoring with the instructor. Work in a child care program is necessary. Moreover, students must be working in a program that will allow the coaching to occur. Successful completion of the course will require a set of assignments to allow student to practice and show evidence of learning. Participants must have completed ECI-301, ECI-302 and ECI-303 prior to registering in this course. 4 weeks (10 hours)

F1	Fridays G227	4-5:30 p.m. September 28, October 12, October 26, November 9	R Rzezuski
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Infant/Toddler Interaction Certificate:

All four modules = 40 hours:

ECI-301, ECI-302, ECI-303 and ECI-304

Upon successful completion of all four modules and assignments, students will receive the Infant Toddler Interactions Certificate.

**For further information visit BHCC online,
or call the Office of Community Education.**

Website: bhcc.mass.edu/eci Phone: 617-228-2462

COMPUTER INDUSTRY CERTIFICATION EXAM PREPARATION

**COMPTIA 220-701 A+ ESSENTIALS
CERTIFICATION EXAM PREPARATION
CPT-503**

\$199

This is an instructor led, online, web-based course that prepares students to take the first of the CompTIA A+ 220-701 Certification Examinations that 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 website 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**

\$199

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 resolve effectively and efficiently PC, OS, and network connectivity issues and implement security practices. Job titles in some organizations that 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**

\$199

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 and visit www.examforce.com. There is no prerequisite for this course.

**COMPTIA SY0-201 SECURITY+
CERTIFICATION EXAM PREPARATION
CPT-509**

\$199

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 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 Security+ SY0-201 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.

**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 604-721 Wireless Certification Examination. The course includes access to the Exam Force web site for drill and 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.

COMMUNITY EDUCATION

Computer Industry Exam Preparation

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 and visit www.examforce.com. Prerequisite: Valid CCNA or any CCIE Certification can act as a pre-requisite for this course.

PW0-104 CERTIFIED WIRELESS NETWORK ADMINISTRATOR (CWNA) CPT-513

\$219

This is an instructor led, online, web-based course that prepares students to take the PW0-104 Wireless Network Administrator (CWNA) Certification Examination. The course includes access to the Exam Force web site for drill and 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 PW0-104 Certification Examination at any approved Testing Center. For additional information contact ICTCertificationbhcc@gmail.com and visit 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 and 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 and visit 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 and 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 and visit 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 and 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; 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. 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 website for drill and 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. 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 and 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. 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 and 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. 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 and 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. 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. There is no prerequisite for this course.

**ONLINE COURSES AT
BUNKER HILL COMMUNITY COLLEGE**

NEW ONLINE COURSES

Bunker Hill Community College, in partnership with MindEdge, offers engaging and effective online courses and simulations. Our innovative self-paced training courses feature a narrative learning technique that include videos, real life scenarios, case studies, subject matter expert commentary, simulations and learner assessment tools. This type of higher level eLearning helps you develop mastery of the course. Earn your 35 PDUs by taking our new PMP Exam Prep course. To register and view other project management courses and simulations, link to:

<http://bhcc.mindedgeonline.com/partner/courses>

PMP® Exam Prep Course

\$699

This completely online and self-paced thirteen-module project management program builds successful project managers at all levels of the organization. It provides a comprehensive preparation for the PMP® certification exam including exam taking tips, ten comprehensive module quizzes, and two full-length, 200-question practice exams covering the PMBOK® Guide areas of knowledge.

After completing this course, you'll be able to:

1. Understand how enterprise environmental factors and organizational process assets affect how projects can be managed
2. Explain the five stages of a project life cycle and understand how these stages can overlap in time
3. Understand how to create a project management plan with subsidiary plans for each of the knowledge areas and explain how progressive elaboration and integrated change management can keep these documents effective and relevant
4. Understand the overlapping nature of project activities and practice project integration management to coordinate the various project management processes
5. Understand how a project's various baselines (including scope, cost, schedule, quality, risk, procurement, and others) are determined, planned for, and managed
6. Understand how to manage effectively human resources and communicate with all stakeholders
7. Understand the key methods used to estimate project schedule and cost at the beginning of a project and to forecast cost and schedule variances at any time during the project
8. Understand how the project management knowledge contained in the PMBOK® Guide can be used in practice *Note: Receive 35 PDUs/contact hours to qualify to take the PMI Project Management Professional Exam ®.*

This course is self-paced and online.

You will have access to this course for 180 days.

Target Audience: This course is designed for adult learners interested in preparing to take the PMP® exam.

Level: Intermediate

Prerequisites: Learners should have some experience in project management and will need to have access to the Project Management Institute's *A Guide to the Project Management Body of Knowledge*, Fourth Edition (PMBOK® Guide).

Estimated time to complete: 35-40 hours of online course work

Other Bunker Hill Community College / MindEdge Online Courses

<http://bhcc.mindedgeonline.com/partner/courses>

COURSE	CATEGORY	LEVEL	LENGTH	PDU's	PRICE
Agile Certified Practitioner Exam Prep	Agile	Intermediate	21 hrs	21	\$499
Introduction to Agile	Agile	Intro	10 hrs	10	\$249
Emotional Intelligence for Project Managers	Project Management	Intro	3 hrs	3	\$79
Ethics for Project Managers	Project Management	Intro	3 hrs	3P	\$79
Managing Real World Projects	Project Management	Intro	10 hrs	N/A	\$249
PMP® Exam Prep Course	Project Management	Intermediate	35-40 hrs	35	\$699
PMP 1-Introduction to Project Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 2-Project Processes and Project Integration Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 3-Project Scope Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 4-Project Time Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 5-Project Cost Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 6-Project Quality Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 7-Project Human Resource Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 8-Project Communications Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 9-Project Risk Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 10-Project Procurement Management	Project Management	Intermediate	3-5 hrs	3.5	\$79
PMP 11- PMP Practice Exams and Exam Strategies	Project Management	Intermediate	3-5 hrs	N/A	\$99
Project Risk Management: PMI-RMP Exam Prep	Project Management	Intermediate	30-35 hrs	30	\$599
Project Management for Information Technology	Project Management	Intermediate	25-28 hrs	25	\$499
Project Management Team Leadership	Project Management	Intermediate	18 hrs	18	\$359
Project Risk Management: PMI-RMP Exam Prep	Project Management	Intermediate	30-35 hrs	30	\$599
4CShare Global Project Management Simulation	Simulation	Intermediate	10 hrs	10	\$359
Allerton Connector Highway Project Management Simulation	Simulation	Intermediate	10 hrs	10	\$359
HealthMax Software: Project Management Simulation	Simulation	Intermediate	10 hrs	10	\$359

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 Community College, 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 CEs, 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)

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 P.M.
- 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

Bunker Hill Community College 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 e-mail 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 in Education
 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 ON-LINE EDUCATION & CERTIFICATE PROGRAMS

We are now offering Gatlin Education Online Career Courses. Choose from these or from many other available offerings. 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 is just a sampling of the On-line Education and Certificate Programs.

Check out Gatlin's website for course descriptions, registration, instructor bios and demos.

www.gatlineducation.com/bhcc

Business and Professional
 Administrative Professional with Microsoft Office 2007 Master
 Administrative Professional with Microsoft Office Specialist 2007
 Training
 Bookkeeping the Easy Way with QuickBooks
 Certified Global Business Professional
 Certified Mediator
 Certified National Pharmaceutical Representative
 eBusiness 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
 Microsoft Certified Desktop Support Technician (MCDST)
 Microsoft Office 2007 Master
 Microsoft Project 2007, Standard Edition Software Included
 Web Database Developer Webmaster
 Management and Corporate
 Lean Mastery
 Management Training
 Six Sigma Green Belt
 Media and Design
 Digital Arts Certificate
 Fine Arts Certificate
 Game Art Certificate

COMMUNITY EDUCATION

Green Online Training

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 on-line discussions. All you need is an e-mail address, web browser and required software. Registration is now a Simple, One-Step Process! 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.

<http://www.ed2go.com/bunkerhill>

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

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
Green Cleaning Technician
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 at:

Telephone: 617-228-2462

E-mail: commed@bhcc.mass.edu

Fax: 617-228-2080

Visit us on the web at:

<http://www.bhcc.mass.edu/ce>

NON-CREDIT REGISTRATION FORM

Summer 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 _____



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

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

Basic English as a Second Language

Career and Life Education

Computer Training

Fitness, Safety and Recreation

Health and Wellness

Language and Culture

Online Computer Certification

Social Networking

Test Preparation

and more!