

Welcome to Community Education / Non-Credit

Located on the Charlestown Campus, Room M107
 Telephone: 617-228-2462 / Fax 617-228-2080
<http://www.bhcc.mass.edu/ce>

Office Hours:

Monday – Friday, 8:30 a.m. – 4:30 p.m.

For Community Education Courses note the following:

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

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.

- (1) All Bunker Hill Community College students are now eligible for a BHCC OneCard from Higher 1. These cards act as both 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 their BHCC Student ID Card
- (2) In order to receive a refund students must first activate their BHCC OneCard from Higher1 (www.bhcconecard.com). For assistance, please call 877-479-1731.
- (3) If students have paid by credit card, the account will be credited automatically by the Student Payment Office.
- (4) If students wish to obtain a BHCC OneCard for identification purposes, follow the directions in #1 above.

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

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 (comm@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.

The Office of Community Education 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
- Conveniently scheduled
- Low cost with easy enrollment
- 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 is just plain fun!

For a complete listing of Community Education classes, times, dates and descriptions, visit us online at: <http://www.bhcc.mass.edu/ce>.

Language and Culture

Beginning Spanish I LNG-400

\$129

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

01	Tuesdays M105B	6:00 p.m.-9:00 p.m. 09/20/11-10/25/11	TBA
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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.

01	Tuesdays M105B	6:00 p.m.-9:00 p.m. 11/8/11-12/13/11	TBA
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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 those interested in Japan's cuisine and culture. Learn about the Japanese language, aesthetic, and social elements which have shaped modern Japanese culture and society.

SU	Sundays CHAR	12:00 p.m.-2:00 p.m. 10/23-11/13/11	H Keiko
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Grammar Connections: A Way to Improve Your Grammar LNG-511

\$219

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. 16 weeks. Taught by Nada Jecmenica.

0L	For username and password go to www.bhcc.mass.edu/mycourseaccess		
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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 in Charlestown in Room B118. Minimum student enrollment of 10 and maximum of 20.

L5	Mondays TBA	6:00 p.m.-9:00 p.m. 09/06/11-12/19/11	A. Fournier
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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. Separate fee for testing.

T1	Tuesdays, Thursdays CHAR	6:00 p.m.-8:00 p.m. 09/06/11-12/01/11	TBA
S1	Saturdays CHAR	9:00 a.m.-1:00 p.m. Class meets 10/15/11-12/10/11	

Citizenship Test Preparation Course – Become a US Citizen
LNG-415 \$100

We offer a citizenship and naturalization course that will prepare English Language learning students to take the USCIS exam for citizenship and understand the N400 application process. Intermediate proficiency in English is required to understand the instructional materials. Our purpose is to prepare participants to take the examinations, both oral and written, for U.S. Citizenship. Students will learn about American History, Geography and Civics.

01	Tuesdays, Thursdays TBA	8:45 p.m.-10:00 p.m. 09/27/11-10/27/11	TBA
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TOEFL Preparation Course
TFL-101 \$225

TOEFL class will be 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 Preparation 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.

01	Tuesdays CHAR	6:00 p.m.-9:00 p.m. 09/13/11-12/13/11	TBA
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SHRM® Learning System: (Certification Prep Program for PHR and SPHR)

BSN-124 \$1200 (includes study materials & books)

Bunker Hill Community College (BHCC) 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 overview of (6) 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

T1	Tuesdays CHAR	6:00 p.m.-9:00 p.m. 09/06/11-11/22/11	J Thomas
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Career & Life Education

Personal Finance: Skills for Life
FNP-471 \$149

Personal finance course focusing on the financial skills needed by young adults. Topics will include budgeting, banking, saving and investing, debt management, major purchases, and risk management. This is especially important to simplify what a FICO score even means to a young adult and how that can impact the future for them! 24 Hour Course

01	Friday TBA	6:00 p.m.-8:45 p.m. October 14-December 9, 2011	L Nye
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Event Planning: 90 Hour Event Planning Certificate Program – Two Semesters, Six Required Courses

This 90-hour certificate program provides students with the process of planning, marketing, implementing and evaluating the outcome of all types of events within the industry – social, (weddings) corporate, non-profit fundraising, educational and celebratory themed special events. Students will gain the required knowledge and skills to succeed in this rapidly growing and rewarding global industry. A variety of teaching methods are used, including classroom group projects, guest lectures, and field trips. Internship opportunities are available throughout the year to expose and prepare students. This program is ideal for those who are currently working in the industry, are looking to gain knowledge to start a career in event planning or desire to start their own event planning business.

Students can take all of the courses to gain the Certificate, or they can take any of the courses individually.

Fall Courses

- Introduction to Event Industry and its Professions
- Creative Elements – Event Design
- Financial Management – Non Profit Focus

Spring Courses

- Negotiations and Sales – Event Marketing Focus
- Food and Beverage Management – Wedding Focus
- Event Business Management – Entrepreneurship Focus

Introduction to Event Industry and its Professions
WCE-104 \$167

This is an overview of the event planning industry, a new and fast growing career field. Emphasis will be placed on the characteristics and skills of a good event planner. Participants will be introduced to the basic components of planning an event such as: site selection, budget, food and beverage, contracts, promotion and management, as well as time management, networking, relationship building, and customer service skills as they relate to the industry.

Thursdays CHAR	6:00 p.m.-9:00 p.m. 9/8-10/6/11	K Foster Salhaney
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Creative Elements – Event Design
WCE-104A \$167

Creating a good design for an event is the single most important indicator of its success. Establishing event goals, knowing the audience, establishing a structure and timetable, selecting outstanding activities, speakers, sites and menus must all fit with the customer/client resources and needs. Participants will learn how to research resources, set agendas, secure appropriate support, and design a valid evaluation process for the event. Everything must flow smoothly from the event design.

Thursdays CHAR	6:00 p.m.-9:00 p.m. 10/13-11/10/11	K Foster Salhaney
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Financial Management – Non Profit Focus
WCE-104B \$167

All planned events must work within a given budget, whether it's a small or large one. Participants will learn the basics of good budget planning and monitoring. Budget tracking systems, funds management, financial statements and controls will be addressed as they relate to the industry. Also included is fixed and variable expense analysis, i.e.: how to determine those hidden factors that can greatly influence the budget (such as permit charges, taxes, gratuities, etc.). Balancing the event budget and meeting costs are critical to return business.

Thursdays CHAR	6:00 p.m.-9:00 p.m. 11/17-12/22/11	K Foster Salhaney
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Lean for the Office: Analyzing and Improving Office and Service Operations
BSN-231 \$99

The methods and principles in the course come from a body of knowledge known as Lean. It has been proven to dramatically improve organizations. You will learn how to: Identify and "see" the various inefficiencies in your office processes; Organize the workspace for ease of use and quality; Uncover the root cause of mistakes and errors and systematically solve them; Design work flow for efficiency (speed) and effectiveness; Create a visual mechanism to monitor and quickly correct work flow problems, Manage and lead more effectively. (Two Saturday classes)

Saturdays TBA	12:00 p.m.-4:00 p.m. 11/12/11 & 11/19/11	TBA
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Grant Proposal Writing
WCE-350 \$195

This 10 week online course will help you learn about the various parts of grant proposals, how to write proposals, and how grants are evaluated. As a course project you will develop a funding proposal.

0L	For username and password go to www.bhcc.mass.edu/mycourseaccess Class meets 10/16/11-12/20/11	P Crozier
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COMMUNITY EDUCATION

Fitness, Safety, Recreation

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. Instructor : Dave Ceruolo.

01	Mondays, Wednesdays CHAR	6:00 p.m.-9:00 p.m. 09/26/11-11/9/11	D Ceruolo
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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.

01	Tuesdays, Thursdays CHAR	6:00 p.m.-9:00 p.m. 10/18/11-12/08/11	TBA
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Small Business Boot Camp: Real Solutions and Practical Strategies
BSN-355 **\$99**

Want to Turn Your Good Idea Into a Great Business? Our Boot Camp is about problem solving, decision making, and critical and creative thinking. We provide immediate and ongoing feedback throughout the boot camp. Our exercises and activities reinforce these core practices, enabling you to create a successful business. The Core Practices will lead you to small business success: Marketing your Product or Service; Branding your Company; Connecting with your Customers; Organizing your Organization; Utilizing New Technologies; and Creating an Online Presence. You learn by reviewing examples of successes and failures, by participating in activities that reinforce what you have learned, and completing exercises that push you to apply your learning to various business challenges. Our Boot Camp training is a fast paced, active learning experience. Instead of death by PowerPoint, our course is completely interactive, and immediately gives you the tools to apply what you have learned to your specific business challenges.

W1	Wednesdays CHAR	6:00 p.m.-8:00 p.m. 10/26/11 & 11/19/11	K Kochergin
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Principles of Special Education Laws and Regulations
WCE-251 **\$25**

This class is specially designed to give you the tools that you need to prepare you for the educational challenges for 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 & Time-line; What is an Individual Education Plan (IEP)?; and What is a 504 plan?

S1	Saturday CHAR	12:00 p.m.-3:00 p.m. 10/29/11	TBA
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Starting and Running a Successful Weatherization Business
BSN-311 **\$149**

Intended for students with some experience in the weatherization or construction trades, this course will help participants develop a first draft of their startup business plan and learn how to grow a successful weatherization business through ethical and sustainable practices. Students will gain a deeper understanding of the weatherization industry, including its principal activities and results, market drivers, and business opportunities. Learn how to market your business, develop sales skills, and build good customer relationships in this up-and-coming energy efficiency trade.

01	Wednesdays CHAR	6:00 p.m.-9:00 a.m. 9/28/11-11/16/11	TBA
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The Magic of 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 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.

01	Wednesdays E169	6:30 p.m.-8:45 p.m. 9/21/11-12/14/11	M Chan
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Boston Art Adventures
ART-323 **\$49**

Ever wanted to learn about contemporary art but never knew where to start? This course will show you the way! Like treasure-hunters, we will seek out great art experiences in unlikely places, from out-of-the-way galleries, to street corners, to public collections.

01	Saturdays CHAR	12:30 p.m.-3:30 p.m. 10/22/11-11/05/11	K Farrington
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Boston by Buildings
ART-375 **\$49**

Grab your T pass for a time-traveling adventure through Boston's architecture! We will explore Colonial, Federal, Arts and Crafts, Art Deco, Modern, Post-Modern, and Contemporary history by decoding the designs and spaces of the city's best buildings.

01	Saturday CHAR	12:30 p.m.-3:30 p.m. 10/01/11-10/15/11	K Farrington
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Cultural Workshop Series: Learn About Current Issues in the Middle East

Morocco's Cultural Struggle
ART-351 **\$10**

Morocco's geographical place makes it a mosaic of various cultures as many colonizers have contributed to the country's culture. The native Moroccan 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, in order to have their voices heard as equal members of their societies.

	Saturday CHAR	1:00 p.m.-3:00 p.m. 11/5/11	S Aitehaj
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North Africa's Identity Crisis
ART-353 **\$10**

The Arabization (or forced assimilation to Arabic culture) have led many Amazigh to assimilate completely where to be Muslim means to be Arab solely in Morocco. As a result of this, 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 might even topple it in the future depending on the outcome of the current revolutions.

	Saturday CHAR	1:00 p.m.-3:00 p.m. 11/12/11	S Aitehaj
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The Rural Moroccan Muslim Women as Catalysts for Change
ART-355 **\$10**

The Amazigh Rural Moroccan woman is at the core of the village society. The Amazigh women use the Arts such as poetry and dance as a way to preserve the disappearing Amazigh culture. More importantly, 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 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 the village life economically.

Saturday 1:00 p.m.-3:00 p.m. S Aitehaj
CHAR 11/19/11

Fitness, Safety, Recreation

Capoeira: An Introduction FSR-615 \$99

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 6:00 p.m.-8:00 p.m. N Gonzales
TBA 11/11/11-12/01/11

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 9:00 a.m.-1:00 p.m. TBA
CHAR 09/17/11

S2 Saturday 9:00 a.m.-1:00 p.m. TBA
TBA 11/19/11

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.

F1 Fridays 4:30 p.m.-5:30 p.m. L Nye
CHAR 10/14/11-12/9/11

R.A.D. 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.

O1 Tuesdays 6:30 p.m.-8:30 p.m. R Barrows
CHAR 09/27/11-11/29/11

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. 8 classes Instructor: TBA

O1 Fridays 3:00 p.m.-4:00 p.m. A Cameron
CHAR 10/7/11-12/16/11

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!!

T1 Tuesdays, Thursdays 6:00 p.m.-7:00 p.m. S Leach
A300 10/18/11 - 11/10/11

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 1:00 p.m.-4:00 p.m. K Hanley
E421 9/18-10/16/11

Computers

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 6:00 p.m.-9:00 p.m. A Chiaradonna
CHAR 09/12/11 - 10/24/11

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 6:00 p.m.-9:00 p.m. M Griffin
CHAR 09/15/11-10/20/11

S1 Saturdays 9:00 a.m.-12:00 p.m. B Chervin
CHAR 09/10/11-10/15/11

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 6:00 p.m.-9:00 p.m. M Griffin
D117 11/03/11-12/15/11

SU Sundays 9:00 a.m.-12:00 p.m. B Chervin
CHAR 11/06/11-12/18/11

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 6:00 p.m.-9:00 p.m. B Chervin
CHAR 09/16/11-10/21/11

T1 Tuesdays 6:00 p.m.-9:00 p.m. M Griffin
D121B 09/13/11-10/18/11

COMMUNITY EDUCATION

Computer Exam Preparation

Microsoft PowerPoint CPT-208

\$112

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

01	Mondays D117	6:00 p.m.-9:00 p.m. 11/07/11-12/12/11	TBA
SU	Sundays CHAR	12:00 p.m.-03:00 p.m. 11/06/11-12/11/11	TBA

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 D117	6:00 p.m.-9:00 p.m. 10/26/11-12/07/11	M Griffin
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Computer Industry Certification Exam Preparation Courses

COMPTIA 220-701

A+ Essentials Certification Exam Preparation CPT-503

\$199

This is an Instructor led, on-line, web-based course that prepares students to take the first of the CompTIA A+ 220-701 Certification Examination which measures 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 & practice examinations and other on-line and printable "Exam Cram" materials. Upon enrollment the Course Instructor will work with each student 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.

OL For more information go to <http://www.bhcc.mass.edu/inside/2009>

COMPTIA 220-702

A+ Practical Application Certification Exam Preparation CPT-505

\$199

This is an Instructor led, on-line, 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 & practice examinations and other on-line and printable "Exam Cram" materials. Upon enrollment the Course Instructor will work with each student 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.

OL For more information go to <http://www.bhcc.mass.edu/inside/2009>

COMPTIA N10-004

Network + Certification Exam Preparation CPT-507

\$199

This is an Instructor led, on-line, 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 & practice examinations and other on-line and printable "Exam Cram" materials. Upon enrollment the Course Instructor will work with each student 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.

OL For more information go to <http://www.bhcc.mass.edu/inside/2009>

COMPTIA SY0-201

Security + Certification Exam Preparation CPT-509

\$199

This is an Instructor led, on-line, 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 on-line and printable "Exam Cram" materials. Upon enrollment the Course Instructor will work with each student 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.

OL For more information go to <http://www.bhcc.mass.edu/inside/2009>

CISCO 640-721

Wireless Certification Exam Preparation CPT-511

\$219

This is an Instructor led, on-line, 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 on-line 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 each student 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.

OL For more information go to <http://www.bhcc.mass.edu/inside/2009>

PW0-104

**Certified Wireless Network Administrator (CWNA)
CPT-513**

\$219

This is an Instructor led, on-line, 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 & practice examinations and other on-line 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 each student 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.

OL For more information go to <http://www.bhcc.mass.edu/inside/2009>

**CISCO CCNA 640-802
Certification Exam Preparation
CPT-515**

\$399

This is an Instructor led, on-line, 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 on-line 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 each student 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.

OL For more information go to <http://www.bhcc.mass.edu/inside/2009>

**CISCO CCNA 640-816
Certification Exam Preparation
CPT-517**

\$219

This is an Instructor led, on-line, 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 on-line 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 each student 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.

OL For more information go to <http://www.bhcc.mass.edu/inside/2009>

**CISCO CCNA 640-822
Certification Exam Preparation
CPT-519**

\$219

This is an Instructor led, on-line, 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 on-line and printable "Exam Cram" materials. 640-822 tests a candidate's knowledge

and skills required to successfully install, operate, and troubleshoot a small branch of-ice 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. There is no prerequisite for this course.

OL For more information go to <http://www.bhcc.mass.edu/inside/2009>

**Microsoft Word 2007 77-601
Certification Exam Preparation
CPT-521**

\$199

This is an Instructor led, on-line, 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 on-line 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 each student 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.

OL For more information go to <http://www.bhcc.mass.edu/inside/2009>

**Microsoft Excel 2007 77-602
Certification Exam Preparation
CPT-523**

\$199

This is an Instructor led, on-line, 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 on-line 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 each student 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.

OL For more information go to <http://www.bhcc.mass.edu/inside/2009>

**Microsoft Outlook 77-604
Certification Exam Preparation
CPT-525**

\$199

This is an Instructor led, on-line, 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 on-line 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 each student 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.

OL For more information go to <http://www.bhcc.mass.edu/inside/2009>

Microsoft MCP 70-290 Certification Exam Preparation CIT-527

\$219

This is an Instructor led, on-line, 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 on-line 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 each student 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.

OL For more information go to <http://www.bhcc.mass.edu/inside/2009>

Microsoft MSP 70-290 Certification Exam Preparation CPT-527

\$219

This is an Instructor led, on-line, 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 on-line 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 each student 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.

OL For more information go to <http://www.bhcc.mass.edu/inside/2009>

ORACLE 1Z0-007 SQL Certification Exam Preparation CPT-529

\$219

This is an Instructor led, on-line, 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 on-line and printable "Exam Cram" materials. Upon enrollment the Course Instructor will work with each student 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.

OL For more information go to <http://www.bhcc.mass.edu/inside/2009>

Medical & Health Care Related Courses

EKG Technician Certification Program WCE-411

\$999 (textbooks included)

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

01 Mondays, Wednesdays 6:00 p.m.-9:30 p.m. TBA
CHAR 10/17-12/14/11

Medical Administrative Assistant Program HLT-107

\$999 (textbooks included)

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field. **Note:** This program does not include a national or state certification as part of its overall objectives. Course Contact Hours – 50 hrs.

01 Tuesdays, Thursdays 6:00 p.m.-9:30 p.m. TBA
TBA 10/18/11- 12/15/11

Ophthalmic Assistant WCE-911

\$999 (textbooks included)

The 50-hour Ophthalmic Assistant Program prepares students for entry-level positions in Ophthalmology, one of the fastest growing healthcare segments. Through classroom lecture and labs, this program includes: anatomy and physiology of the eye; general principles of pharmacology; prescriptions written for the eye; visual acuity; and tonometry (basic) and glaucoma. It also includes a review of ocular dressing procedures, maintenance of equipment and instruments, and other areas. **Note:** Although this program does not include a clinical rotation or national or state certification as part of its overall objectives, this program meets the requirements of the American Academy of Ophthalmology (AAO), and the AAO's Ophthalmic Medical Assisting Exam, which students may take after meeting certain work experience requirements. Course Contact Hours - 50 hrs.

01 Tuesdays, Thursdays 6:00 p.m.-9:30 p.m. TBA
CHAR 10/18/11- 12/15/11

Online Courses at Bunker Hill Community College

VIRTUAL EDUCATION SOFTWARE (VESI) ON-LINE COURSES

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 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 \$189**

Advanced Classroom Management: Children as Change Agents	Harassment, Bullying & Cyber-Intimidation in Schools
Attention Deficit Disorder: Information & Interventions for Effective Teaching	Inclusion: Working with Special Needs Students in Mainstream Classrooms
Autism & Asperger's Disorder: Information & Effective Intervention Strategies	Infant & Toddler Mental Health: Issues & Information for Educators
Child Abuse: Working with Abused & Neglected Children	Reading Fundamentals #1: An Introduction to Scientifically-based Research
Drugs & Alcohol in Schools: Understanding Substance Use & Abuse	Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction
Early Childhood: Family-Centered Services	Talented & Gifted: Working with High Achievers
Early Childhood: Observation & Assessment	Traumatized Child: Strategies for Managing Disruptive Behavior
Early Childhood: Program Planning	Teaching Diversity: Influences & Issues in the Classroom
Early Childhood: Typical & Atypical Development	Teaching Elementary Math Conceptually: A New Paradigm
Educational Assessment: Assessing Student Learning in the Classroom	Violence in Schools: Identification, Prevention & Intervention Strategies
Ethics & Safety for Our Schools	

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**All courses in this section are
45 contact hours/ =45 PDPs \$249**

Behavior is Language: Strategies for Managing Disruptive Behavior	Reading Fundamentals #3: The Elements of Effective Reading Instruction & Assessment
Learning Disabilities: Practical Information for Classroom Teachers	Understanding Aggression: Coping with Aggressive Behavior in the Classroom

More On-Line Education & 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 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 just an example of the On-line Education & Certificate Programs.

Business and Professional	IT and Software Development
Administrative Professional with Microsoft Office 2007 Master	3ds max
Administrative Professional with Microsoft Office Specialist 2007 Training	AutoCAD 2009
Bookkeeping the Easy Way with QuickBooks	Cisco® CCNA® Certification Training
Certified Global Business Professional	CompTIA™ A+ Certification Training
Certified Mediator	Forensic Computer Examiner
Certified National Pharmaceutical Representative	Microsoft Certified Desktop Support Technician (MCDST)
eBusiness Certificate: Learn the ins and outs of e-commerce.	Microsoft Office 2007 Master
Entrepreneurship: Start-Up and Business Owner Management	Microsoft Project 2007, Standard Edition Software Included
Grant Writing	Web Database Developer Webmaster
Non-Profit Management	Management and Corporate
Paralegal	Lean Mastery
Records Management Certificate	Management Training
Technical Writing	Project Management
Healthcare and Fitness	Six Sigma Green Belt
Administrative Dental Assistant	Media and Design
Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology	Digital Arts Certificate
Advanced Hospital Coding and CCS Prep	Fine Arts Certificate
HIPAA Compliance	Game Art Certificate
Medical Billing and Coding	Graphic Design with Photoshop CS4
Nutrition for Optimal Health, Wellness, and Sports	Multimedia Arts Certificate
Pharmacy Technician	Video Game Design and Development
Hospitality and Gaming	Web Design Certificate
Casino Blackjack Dealer	Skilled Trades and Industrial
Casino Poker Dealer	Biofuel Production Operations
Certified Wedding Planner	Home Inspection Certificate
Interior Design	HVAC Technician
	Modern Automotive Service Technician
	Natural Gas Plant Operations
	Business and Professional

COMMUNITY EDUCATION "Green"/Renewable Energy Courses

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!

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

If you have questions regarding any of these classes, please feel free to contact us via the following information.

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>

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 Professional
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 & 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