

# Community Education

FALL 2014 COURSE SCHEDULE



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imagine the possibilities



# Community Education

The Office of Community Education at Bunker Hill Community College (BHCC) provides a wide range of lifelong learning and enrichment opportunities for our community by offering classes and programs that are designed with students in mind. Classes are conveniently scheduled, low-cost and taught by talented professionals.

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## BASIC ENGLISH AS A SECOND LANGUAGE CLASSES

For all classes/ times/ dates and descriptions/ visit us online at: <http://www.bhcc.mass.edu/ce>

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 September 8 and end December 21, 2014

### **BLL-001 Basic Speak / Listen**

M1	M/W	7:30 p.m.-8:45 p.m.	H156
S1	SAT	9:00 a.m.-11:45 a.m.	H156
SU	SU	9:00 a.m.-11:45 a.m.	H120

### **BLL-002 Basic Read/Write**

M1	M/W	6:00 p.m.-7:15 p.m.	H156
S1	SAT	12:15 p.m.-3:00 p.m.	H152
SU	SU	12:15 p.m.-3:00 p.m.	H120

### **BSL-001 Speak/Listen I**

o1	T/TH	8:30 a.m.-9:45 a.m.	H156
o2	FRI	11:30 a.m.-2:15 p.m.	E140
M1	M/W	6:00 p.m.-7:15 p.m.	H155
S1	SAT	9:00 a.m.-11:45 a.m.	H148
S2	SAT	12:15 p.m.-3:00 p.m.	H149
SU	SU	9:00 a.m.-11:45 a.m.	H148
T1	TUE	6:00 p.m.-8:45 p.m.	H156

### **BSL-002 Read/Write I**

o1	T/TH	10:00 a.m.-11:15 a.m.	H156
H1	THU	6:00 p.m.-8:45 p.m.	H156
M1	M/W	7:30 p.m.-8:45 p.m.	H155
S1	SAT	9:00 a.m.-11:45 a.m.	H152
S2	SAT	12:15 p.m.-3:00 p.m.	H148

### **BSL-005 Speak/Listen II**

o1	M/W	8:30 a.m.-9:45 a.m.	H156
o2	FRI	8:30 a.m.-11:15 a.m.	E451
o3	M/W	11:30 a.m.-12:45 p.m.	H156
M1	M/W	6:00 p.m.-7:15 p.m.	H120
S1	SAT	9:00 a.m.-11:45 a.m.	H147
S2	SAT	12:15 p.m.-3:00 p.m.	H156
SU	SU	9:00 a.m.-11:45 a.m.	H147
T1	TUE	6:00 p.m.-8:45 p.m.	H149
T2	T/TH	6:00 p.m.-7:15 p.m.	H155

### **BSL-006 Read/Write II**

o1	M/W	10:00 a.m.-11:15 a.m.	H156
o2	FRI	11:30 a.m.-2:15 p.m.	B125
o3	M/W	1:00 p.m.-2:15 p.m.	H156
H1	THU	6:00 p.m.-8:45 p.m.	H149
S1	SAT	9:00 a.m.-11:45 a.m.	H149
S2	SAT	12:15 p.m.-3:00 p.m.	H147
SU	SU	12:15 p.m.-3:00 p.m.	H147
T2	T/TH	7:30 p.m.-8:45 p.m.	H155

### **BSL-010 Speak/Listen III**

o1	T/TH	8:30 a.m.-9:45 a.m.	H149
o2	FRI	8:30 a.m.-11:15 a.m.	B130
o3	FRI	11:30 a.m.-2:15 p.m.	D215
H1	THU	6:00 p.m.-8:45 p.m.	H152
M1	M/W	6:00 p.m.-7:15 p.m.	H125
S1	SAT	9:00 a.m.-11:45 a.m.	H120
S2	SAT	12:15 p.m.-3:00 p.m.	H155
SU	SU	9:00 a.m.-11:45 a.m.	H152
T1	T/TH	6:00 p.m.-7:15 p.m.	H125

### **BSL-011 Read/Write III**

o1	M/W	7:00 a.m.-8:15 a.m.	E451
o2	T/TH	10:00 a.m.-11:15 a.m.	H149
o3	FRI	11:30 a.m.-2:15 p.m.	B129B
o4	FRI	2:30 p.m.-5:10 p.m.	B105
M1	M/W	7:30 p.m.-8:45 p.m.	H120
S1	SAT	9:00 a.m.-11:45 a.m.	H155
S2	SAT	12:15 p.m.-3:00 p.m.	H120
SU	SU	12:15 p.m.-3:00 p.m.	H148
T1	TUE	6:00 p.m.-8:45 p.m.	H152
T2	T/TH	7:30 p.m.-8:45 p.m.	H125

### **BSL-012 Grammar & Vocabulary II**

T1	T	6:00 p.m.-8:30 p.m.	H120
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***Before BSL students can enter academic ESL courses/ they must take a placement test in the Assessment Center/ Room B118.***

## LANGUAGE, COMMUNICATION AND INTERCULTURAL AWARENESS

### Intermediate Pronunciation

**LNG-515** **\$225**

This course, open to students in ESL Academic Level 2 and higher, focuses on the pronunciation, rhythm and intonation of the English language to enable students to communicate more clearly, effectively and naturally in English. This course is ideal for students who are fluent in English but wish to reduce their accents. Students may be required to complete assignments in the Language Lab, located in Room E226 on the Charlestown campus.

M1 Mondays 6-9 p.m. A Fournier  
TBA September 29-December 15

### English for Job Interviews

**LNG-409** **\$299**

Students will develop the skills to speak confidently and competently in a job interview. They will practice answering interview questions, replying to prompts and responding to follow-up questions. They will learn to talk about their work experience, skills and knowledge. Students will develop their responses to interview questions and receive some instruction in pronunciation, expressions and grammar. Students enrolling in this class must be at a mid-intermediate to advanced level of English.

S1 Saturdays 11:15 a.m.-1:15 p.m. S Bloomberg  
TBA October 4-December 20

### American English Pronunciation and Accent

**LNG-517** **\$299**

This class is ideal for ESL speakers who have had trouble communicating because of an accent. Students will improve their pronunciation, modify their accents so that their speech is more listener-friendly and improve their American accent. Enrollees must be at a high-intermediate to advanced level of English.

S1 Saturdays 9-11 a.m. S Bloomberg  
TBA November 1-December 6

### Keys to American Communication Culture

**LNG-212** **\$199**

Communicate better with your American colleagues by learning about small talk, expressiveness, tactful language, getting to the point, organizing information, agreeing and disagreeing, American expressions and more. Students will participate in discussions, short presentations, conversations and role-playing and will use communication outlines as guides to speaking more effectively. Students will discuss how they have adapted since arriving in the United States as well as the way Americans communicate.

S1 Saturdays 1:30-3:30 p.m. S Bloomberg  
TBA November 8-December 6

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

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

T1	Tuesdays	6-9 p.m.	TBA
	TBA	September 16-October 21	

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

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

T1	Tuesdays	6-9 p.m.	TBA
	TBA	November 4-December 9	

**TEST PREPARATION****HiSET Preparation****GED-104A****\$235****Are you ready for the High School Equivalency Test (HiSET)? (Formerly GED)**

To prepare for the High School Equivalency Test (HiSET), students will take practice tests and develop study plans. Beginning with diagnostic testing, instruction focuses on writing, reading, math, science and social studies. Students will use textbooks/workbooks and calculators, which are not included in the cost of the course. There is also a separate fee for testing.

T1	Tuesdays, Thursdays	6-9 p.m.	TBA
	CHAR	September 16-October 23	
S1	Saturdays	9 a.m.-1 p.m.	TBA
	CHAR	October 4-December 13	

**SHRM Learning System®:****Certification Prep Program for PHR and SPHR****BSN-124****\$1,200**

This course is offered in cooperation with the Society for Human Resources Management (SHRM) as preparation for the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certification examinations administered by the Human Resources Certification Institute (HRCI). This intensive SHRM Learning System® preparation course is designed to provide individuals with an overview of six key areas in human resource management. Materials include modules that correspond to the six functional areas, responsibilities and associated knowledge as defined by the HRCI. The course fee includes materials. To register, please call the Community Education Office at 617-228-2462 or email [ssha4746@bhcc.mass.edu](mailto:ssha4746@bhcc.mass.edu).

T1	Tuesdays	6-9 p.m.	K Enright
	CHAR	September 9-December 2	
S1	Saturdays	9 a.m.-2 p.m.	J Fitzgerald
	CHAR	September 6-December 13	

## **TOEFL Preparation**

**TFL-101**

**\$235**

This class features up-to-date, realistic practice tests and cooperative learning strategies to help students develop the listening, writing, speaking and reading skills required for the TOEFL test. Students will learn critical thinking skills and strategies that will help them feel confident and prepared. The curriculum is drawn from the TOEFL Internet-based Test (iBT).

M1 Tuesdays-Thursday 6-8:30 p.m. TBA  
CHAR September 23-November 13

## **Prepare for the Elementary Math Subtest**

**Massachusetts MTEL General Curriculum 03**

**MTH-201**

**\$299**

The course will cover the topics on the Elementary Math Subtest Massachusetts MTEL General Curriculum 03 with emphasis on improving problem-solving skills and developing the deep conceptual understanding that is the key to success. Students will review or learn the most efficient ways to solve various types of problems and will be expected to take the official DESE practice test and report their results to the instructor no later than the second class meeting. The curriculum will be adapted to respond to the students' results on the practice test. Classes will include group instruction, project teams and guided individual study. If extra practice in particular areas is needed, the instructor will suggest additional resources. We will use free or low-cost online sources as much as possible, but in addition to the course fee, students should budget \$50 for textbooks and online subscriptions. Expect to do at least one hour of homework for each hour of classroom time.

S1 Saturdays 9 a.m.-1 p.m. B Fox  
CHAR September 20-November 22

## **CAREER, ENTREPRENEURSHIP AND LIFE EDUCATION**

### **Fundraising for Non-profit Organizations**

**FNP-301**

**\$269**

Learn how to be a fundraiser. Explore 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. After completing eight hours of classroom instruction, online training modules will be provided to improve learning and support the course content.

S1 Saturdays 10 a.m.-noon TBD  
CHAR November 15-December 13

**Bartending****WCE-301****\$195**

This class will present the basic principles of bar organization and equipment to train students to serve drinks and cocktails. Preparing frozen drinks and non-alcoholic beverages using state-of-the art equipment will also be covered. All class sessions will be conducted in a simulated bar environment. Students will receive certificates of completion.

SU	Sundays	1-4 p.m.	K Hanley
	E421	October 19-November 23	

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

Numerous practical exercises will be used to guide participants through making a documentary film, from development to post-production and delivery. Students will learn to generate, research and develop good ideas, and will receive an introduction to narrative and storytelling as well as editing technology.

W1	Wednesdays	6:30-8:45 p.m.	M Chan
	E169	September 10-December 17	

**Pre-License Real Estate Sales****WCE-473****\$350**

This 40-hour class is geared to potential realtors. It prepares participants to take the Massachusetts Real Estate Examination. Students who successfully complete the class will receive a certificate and be certified to sit for the Massachusetts Real Estate Examination. Attendance at every class is required.

M1	Mondays, Wednesdays	6-9 p.m.	D Ceruolo
	CHAR	September 22-November 5	

**Principles of Special Education Laws and Regulations****WCE-251****\$45**

This class will help participants prepare for the educational challenges of a child with a learning disability. The Massachusetts special education system is based on the federal special education law and 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; it guarantees them an Individualized Education Program (IEP) designed to meet their unique needs. Content will examine special education laws and regulations, IEPs and 504 Plans and the evaluation process and timeline.

S1	Saturday	12-3 p.m.	L D'Ambrosio
	CHAR	December 13	

## HEALTH AND MEDICAL RELATED PROGRAMS

### Basic Life Support (BLS) for Healthcare Providers

**FSR-108**

**\$67**

This one-day course presents the American Heart Association BLS for Healthcare Providers CPR and AED program. It teaches the skills needed to help adults, children and infants who are choking or experiencing a cardiac emergency. Students will learn to perform one- and two-person CPR, use a mask for ventilation and use the Automated External Defibrillator. The program includes both skill tests and a written test; the written test requires students to read English at approximately a tenth grade level. Students who need extra time to complete the tests may need to stay beyond the end of the scheduled class time. The text is *BLS for Healthcare Providers* (Student Manual) 2011 edition; earlier editions are not acceptable. The book may be purchased in advance; the instructor will also have books for sale during class. Those who successfully complete the program will receive a two-year certification card approximately one week after the class.

S1	Saturdays	9 a.m.-1 p.m.	TBA
	CHAR	October 4	
S2	Saturdays	9 a.m.-1 p.m.	TBA
	CHAR	December 6	

### Medical Interpreting Certificate Program

**WCE-375**

**\$999**

The need for medical and community interpreters is rapidly increasing. 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. The program includes an 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 and employment advice. This course is open to all languages, but students must be able to comprehend and communicate fully 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. Participants who receive a certificate can choose to interview for a job with TransFluenci. This program meets the requirements of the International Medical Interpreters Association (IMIA) for national certification. Prior to enrolling in the course, students must take a brief language proficiency test.

S1	Saturdays	8:30 a.m.-2:30 p.m.	TBA
	CHAR	October 11-December 6	



## ONLINE PROFESSIONAL AND PERSONAL DEVELOPMENT

### COMMUNITY EDUCATION Commercial Food Equipment Repair Basic Technician Training



#### Commercial Food Equipment Repair – Basic Technician Training

Learn the fundamental skills needed to work as a food service equipment technician. This interactive, 48-hour blended (online/lab) curriculum covers basic topics in electricity, gas and steam as well as an introduction to the food service industry. After completion, you will take a proctored exam at an authorized service company and have the opportunity to interview with that company after passing the exam. Note: This course is endorsed by the Commercial Food Equipment Service Association (CFESA). Individuals who successfully complete the program gain access to a proprietary database of more than 600 service companies interested in hiring technicians. The CFES industry is a veteran-friendly industry recruiting talented and qualified personnel.



#### Commercial Food Equipment Repair – Basic Technician Training

**Instructor: Ignitor Labs**

**Fee: \$1,495**

Online Program Outline (24 hours): An Introduction to the Foodservice Industry (14 hours) - CFESA: Basic Technician Training in Electricity, Gas & Steam (10 hours) Developed by TechU247/Ignitor Labs

\*Sample the online course at [ignitorlabs.com/techniciantraining/bhcc](http://ignitorlabs.com/techniciantraining/bhcc) .

**Accounting Fundamentals** **\$99**  
**(ONLINE COURSE)**

The demand for accounting professionals currently exceeds the supply. If you are interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. Students will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions, and will practice managing accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities. Students will learn everything from check writing to preparing an income statement and closing out an account at the end of a fiscal period. Whether you are a sole proprietor looking to manage your business's finances or you simply want to gain an understanding of accounting basics to advance your career, this course will provide a solid foundation in finance.

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

**Administrative Assistant Fundamentals** **\$99**  
**(ONLINE COURSE)**

Rapid growth in the health, legal services, data processing, management and public relations industries has created many job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics.

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

**Autism and Asperger's Disorder: Information and Effective Intervention Strategies** **\$199**  
**(ONLINE COURSE)**

This interactive computer-based course is designed to help you achieve a better understanding of autism and Asperger's Disorder. The course provides information on the characteristics of the disorder, learning styles associated with the disorder, communication issues and intervention strategies that have proven successful when working with students with autism spectrum disorders. This course also lists resources for educators, related service personnel and parents who would like more help or information on autism and Asperger's Disorder. PDPs: 30.

**To register, go to: [virtualeduc.com/bhcc](http://virtualeduc.com/bhcc)**

**Behavior Is Language: Strategies for Managing Disruptive Behavior** **\$269**  
**(ONLINE COURSE)**

This interactive computer-based course is designed to give participants a new perspective on student behavior as well as effective tools for facilitating positive change in students. It provides a developmental framework for reading student behavior and teaches behavioral techniques and intervention strategies that remediate disruptive behaviors and reduce power struggles. Participants will learn to increase their control over their classrooms, reduce their workload and avoid burn out. This program will help both teachers and students find creative, effective solutions to behavioral problems. PDPs: 45.

**To register, go to: [virtualeduc.com/bhcc](http://virtualeduc.com/bhcc)**

**Creating Web Pages** **\$95**  
**(ONLINE COURSE)**

Create and post your own website on the Internet using HTML in this extensive hands-on, six-week workshop. First, participants will learn about the capabilities of the World Wide Web and the fundamentals of web design. Then students will plan the content, structure and layout of their website, create pages full of formatted text, build links among the pages and to the outside world and add color, backgrounds, graphics and tables. Participants will learn how to optimize search engine listings as well as discover powerful, cost-effective web marketing strategies.

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

**Harassment, Bullying and Cyber-intimidation in Schools** **\$199**  
**(ONLINE COURSE)**

A clear understanding of what constitutes harassment and the harmful effects of harassment is essential to providing a safe and inclusive school environment for all. This course covers the definitions and the personal, social and legal ramifications associated with sexual harassment, bullying and cyber-intimidation. Students will explore preventative strategies as well as ways school staff can address these issues when they occur. PDPs: 30.

**To register, go to: [virtualeduc.com/bhcc](http://virtualeduc.com/bhcc).**

**Project Management: PMP® Test Prep Course** **\$699**  
**(ONLINE COURSE)**

This online and self-paced thirteen-module project management program fosters successful project managers at any level of an 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. This course is designed for learners preparing to take the PMP® exam.

**To register, go to: [bhcc.mindedgeonline.com/partner/courses](http://bhcc.mindedgeonline.com/partner/courses).**

**Certificate in Business Communications** **\$149**  
**(ONLINE COURSE)**

The ability to communicate clearly and effectively is highly prized. This self-paced online certificate course will improve participants' business writing and presentation skills as they learn to craft memos, reports, brochures, proposals, presentations, catalogs and websites. An assortment of interactive exercises, selected readings and self-assessments will engage participants. Topics include formal and informal outlining techniques, using email appropriately in an organizational setting and revising for unnecessary phrases and jargon. From clarifying and structuring your ideas to designing the Microsoft PowerPoint slides that will best complement them, the techniques, interactive exercises and checklists in this suite will help you create presentations and workplace documents that inform and persuade. Upon successful completion of the course, students can download and print a certificate of completion, which will detail CEU credits earned. This course has no textbooks or prerequisites.

**To register, go to: [bhcc.mindedgeonline.com/partner/courses](http://bhcc.mindedgeonline.com/partner/courses)**

**Earn a Certificate in Entrepreneurship**                      **\$599**  
**(ONLINE COURSE)**

This online certificate program introduces key issues in entrepreneurship for those looking to start a business. What does it take to build and grow a business from scratch? What personal characteristics are shared by successful entrepreneurs? What types of resources are available to budding entrepreneurs, and where can you find them? Learners who complete this program will have the answers to those questions and others that are essential to the success of their businesses. This certificate program includes five individual self-paced courses that offer an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that engage entrepreneurs and structure their learning about their field. Our “Ask the Expert” feature connects you to an expert ready to answer any questions; usually within 24 hours. Upon successful completion, you can download a printable certificate of completion, listing CEU credits earned. This course has no textbooks or prerequisites. Individual entrepreneurship courses are also available.

**To register, go to: [bhcc.mindedgeonline.com/partner/courses](http://bhcc.mindedgeonline.com/partner/courses)**

**Earn a Certificate in Nonprofit Management**                      **\$699**  
**(ONLINE COURSE)**

This online certificate program introduces learners to key management issues for nonprofit organizations. Fundraising, capital campaigns, board and volunteer development, budgeting, reading financial statements, leadership, marketing, grant writing, social media and setting strategic direction are all addressed. Video commentary on these crucial topics will give you insight into how nonprofit professionals apply key concepts in their own organizations. This certificate program includes ten highly engaging self-paced online courses that offer an assortment of interactive exercises, videos, commentary from subject matter experts, selected readings, case studies and self-assessments that will engage you and help you practice effective decision making in a nonprofit setting. The program is designed for individuals seeking career opportunities in private or public nonprofits as well as those employed in a nonprofit who wish to improve their leadership skills. Upon successful completion you can download a printable certificate of completion, listing your CFRE and CEU credits earned. This course has no textbooks or prerequisites. Individual nonprofit courses are also available.

**To register, go to: [bhcc.mindedgeonline.com/partner/courses](http://bhcc.mindedgeonline.com/partner/courses)**

**Introduction to Microsoft Excel 2010**                      **\$99**  
**(ONLINE COURSE)**

Do you work with numbers? Then you need to master Microsoft Excel 2010—and this is the place to do it. Even “non-techie” beginners will find it easy to learn Excel in this fun, step-by-step online course. These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You will also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value and more. In addition, you will get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities and automating frequently repeated tasks with macros and buttons. By the time you are finished, you will be using this vital Office 2010 tool like a pro.

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

**Medical Terminology: A Word Association Approach**      **\$99**  
**(ONLINE COURSE)**

This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form and an example of non-medical everyday usage is provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided about each term. Root terms are combined with prefixes and suffixes as the course will culminate in the interpretation of several paragraphs of medical notes.

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

**The Basic Tax Course: Federal Law**      **\$500**  
**(ONLINE COURSE)**

This course is designed to provide students with the education and testing skills needed to pass federal and state examinations. It is suitable for beginner students who want to enter the tax preparation industry while offering more experienced tax professionals the opportunity to expand their existing knowledge. The course is composed of two parts. Part One (1) covers wage and non-business income and deduction topics. Part Two (2) covers small business income and expense items as well as other more advanced 1040 topics that may be included in the IRS examination. **To register, go to: [www.collegetaxschool.com/bunker-hill](http://www.collegetaxschool.com/bunker-hill)**

**JOBS FOR THE NEW ECONOMY**

**Bunker Hill Community College Office of Community Education in partnership with ProTrain Online**

Looking for affordable, self-paced, online certificate programs that can train you for the latest, in-demand job skills? We have the solution. With online training you have flexible any-time, anywhere learning. Take a look at what we have to offer and start training today. ProTrain offers a unique tuition payment program. TuitionFlex™ is an interest-bearing tuition payment plan that allows students to pay tuition and other associated fees in monthly installments over a period of up to 24 months.

**To learn more and to register for any and all of these courses, go to:**

**[bhcc.theknowledgebase.org](http://bhcc.theknowledgebase.org).**

Accounting and Finance	(36) Courses
Business and Leadership	(24) Courses
Career and Hospitality	(37) Courses
Education and Personal Development	(2) Courses
Green and Renewable Energy	(51) Courses
Healthcare and Allied Health	(32) Courses
Industrial and Skilled Trades	(27) Courses
Legal and Criminal Justice	(14) Courses
Multimedia and Graphic Design	(33) Courses
Programming and Web Applications	(44) Courses
Spanish in the Workplace	(20) Courses
Technology and Computer Programs	(87) Courses

## MORE ONLINE COURSES AT BUNKER HILL COMMUNITY COLLEGE

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 includes videos, real-life scenarios, case studies, expert commentary on subject matter, simulations and learner assessment tools to help you master the subject matter. Earn your 35 professional development units (PDUs) by taking our new PMP Exam Prep course. To register and view other project management courses and simulations, visit: [bhcc.mindedgeonline.com/partner/courses](http://bhcc.mindedgeonline.com/partner/courses)

COURSE	CATEGORY	LEVEL	LENGTH	PDUs	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

## CONTINUING EDUCATION FOR TEACHERS (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 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 visit:

[virtualeduc.com/bhcc](http://virtualeduc.com/bhcc)

Advanced Classroom Management: Children as Change Agents	PDPs: 30	Fee: \$199
Attention Deficit Disorder: Information & Interventions for Effective Teaching	PDPs: 30	Fee: \$199
Autism & Asperger's Disorder: Information & Effective Intervention Strategies	PDPs: 30	Fee: \$199
Child Abuse: Working with Abused & Neglected Children	PDPs: 30	Fee: \$199
Drugs & Alcohol in Schools: Understanding Substance Use & Abuse	PDPs: 30	Fee: \$199

Early Childhood: Family-Centered Services	PDPs: 30	Fee: \$199
Educational Assessment: Assessing Student Learning in the Classroom	PDPs: 30	Fee: \$199
Ethics & Safety in Education: Guidelines for Teachers & Administrators	PDPs: 30	Fee: \$199
Harassment, Bullying & Cyber-Intimidation in Schools	PDPs: 30	Fee: \$199
Inclusion: Working with Students with Special Needs in General Education Classrooms	PDPs: 30	Fee: \$199
Infant & Toddler Mental Health: Issues & Information for Educators	PDPs: 30	Fee: \$199
Reading & Writing in Content Area	PDPs: 30	Fee: \$199
Reading Fundamentals #1: An Introduction to Scientifically-based Research	PDPs: 30	Fee: \$199
Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction	PDPs: 30	Fee: \$199
Talented & Gifted: Working with High Achievers	PDPs: 30	Fee: \$199
Teaching Diversity: Influences & Issues in the Classroom	PDPs: 30	Fee: \$199
Teaching Elementary Math Conceptually: A New Paradigm	PDPs: 30	Fee: \$199
Traumatized Child: The Effects of Stress, Trauma & Violence on Student Learning	PDPs: 30	Fee: \$199
Violence in Schools: Identification, Prevention & Intervention Strategies	PDPs: 30	Fee: \$199
Behavior is Language: Strategies for Managing Disruptive Behavior	PDPs: 45	Fee: \$269
Early Childhood: Observation & Assessment	PDPs: 45	Fee: \$269
Early Childhood: Program Planning	PDPs: 45	Fee: \$269
Early Childhood: Typical & Atypical Development	PDPs: 45	Fee: \$269
Learning Disabilities: Practical Information for the Classroom Teacher	PDPs: 45	Fee: \$269
Reading Fundamentals #3: The Elements of Effective Reading Instruction & Assessment	PDPs: 45	Fee: \$269
Try DI!: Planning & Preparing a Differentiated Instruction Program	PDPs: 45	Fee: \$269
Understanding Aggression: Coping with Aggressive Behavior in the Classroom	PDPs: 45	Fee: \$269
Understanding & Implementing Common Core Standards	PDPs: 45	Fee: \$269
Why DI?: An Introduction to Differentiated Instruction	PDPs: 45	Fee: \$269

## 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 range in price; prices begin at \$25. For more information, visit: [bhcc.360training.com](http://bhcc.360training.com).

### COURSE GROUPS

Business Communication and Management Skill Courses  
 Business Skills  
 Career Training  
 Environmental Health and Safety  
 Financial Services Education

Food & Beverage Programs  
 Healthcare Education  
 Human Resources and Compliance  
 IT Certification  
 Industrial Skills  
 HR: Ethics and Compliance

Power and Utilities  
 Quality Management Education  
 Real Estate Education  
 Trades and Engineering

## BHCC REGISTRATION FORM FOR NON-CREDIT COURSES

Register online, by phone or in person for non-credit courses

Office of Community Education, located at the H-Building.

**Online:**

bhcc.mass.edu/ce

**Phone:** 617-228-2462

Monday-Friday, 8:30 a.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 --

**OPTIONAL:**

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

CURRENT E-MAIL ADDRESS: \_\_\_\_\_  
PLEASE PRINT CLEARLY

**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 that is not featured, please contact us.

COURSE SELECTION (SAMPLE BELOW IN COLOR)			PLEASE PRINT CLEARLY
COURSE NUMBER	SECTION	COURSE TITLE	AMOUNT
SAMPLE WCE-473	W1	Real Estate Sales	\$350

**METHOD OF PAYMENT**

- Check  Money Order  
 VISA  MASTERCARD  
 DISCOVER  AMERICAN EXPRESS

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

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

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